



## Catalog 2012

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# Table of Contents

<i>Learnet Academy Overview</i> .....	1
Campus Address .....	1
Introduction .....	1
Mission Statement .....	1
Goal and Objectives .....	1
Ownership .....	2
Program Advisory Committees .....	2
<i>General Information</i> .....	3
Approvals and Affiliations .....	3
Articulations with Accredited Higher Education .....	3
Approved Programs .....	3
Average Class Size .....	4
Handicapped Facilities .....	4
Certificates .....	4
Housing .....	4
Non-Discrimination Policy .....	4
Academic Calendar .....	4
And Legal Holidays .....	4
2012 Academic Calendar .....	4
and Start Dates .....	4
Physical Facilities .....	5
Transportation .....	5
Copyright and Software .....	6
Pre-Enrollment .....	6
<i>Enrollment and Admissions Procedures</i> .....	7
Requirements and Procedures .....	7
<i>Tuition Payment, Cancellation, and Refund Policies</i> .....	9
Registration, Tuition, and Other Fees .....	9
Payment Methods .....	9
Title IV .....	9
Loans .....	9
Payment Default .....	9
Cancellation Policy and Procedures .....	9
Withdrawal from Course .....	9
Refund Policy .....	10
Hypothetical Refund Example .....	11
Sample Refund Calculation .....	11
<i>Academic Policy</i> .....	12
Academic Progress Policy .....	12
Satisfactory Attendance Progress and Satisfactory Academic Progress Policy .....	12
Probation .....	12
Appeal Process .....	13
Transfer Policy .....	14
Test Out Evaluation .....	14
Transfer of Credit .....	14
Tardiness .....	14
Make-Up Classes .....	14

Leave of Absence .....	15
Restarts.....	16
Incomplete Subjects and Remediation.....	16
Graduation Requirements .....	16
Certificates of Completion .....	16
Student Conduct Requirements.....	16
Substance Abuse.....	17
Academic Freedom.....	17
Student Complaint Procedure .....	19
Family Education Rights and Privacy Act.....	19
<i>Student Services .....</i>	<i>20</i>
General Services.....	20
Academic Services.....	20
Parking .....	20
Local Rehabilitation and Treatment Centers.....	20
<i>Job Placement.....</i>	<i>21</i>
Job Placement Assistance .....	21
Staff Interaction.....	21
<i>Disclosure Notices .....</i>	<i>22</i>
Campus Security.....	22
Campus Performance Achievement Information .....	23
Catalog Disclosure / Student Tuition Recovery Fund.....	24
Occupational Information.....	25
<i>Curriculum for EFL .....</i>	<i>26</i>
English as a Foreign Language.....	26
Program Description and Objectives .....	26
Program Outline .....	26
EFL Class Schedule .....	27
Curriculum Description, Objectives, and Syllabi .....	28
EFL 1A Beginning .....	28
EFL 1B Beginning .....	28
EFL 2A High Beginning.....	28
EFL 2B High Beginning.....	28
EFL 3A Intermediate .....	28
EFL 3B Intermediate .....	28
EFL 4A High Intermediate .....	28
EFL 4B High Intermediate .....	29
EFL 5A Advanced.....	29
EFL 5B Advanced.....	29
EFL 6A High Advanced .....	29
EFL 6B High Advanced .....	29
Graduation Requirements.....	30
EFL Program Fee .....	30
<i>Curriculum for TOEFL iBT .....</i>	<i>31</i>
TOEFL iBT .....	31
Program Description and Objectives .....	31
Program Outline .....	31
TOEFL iBT Class Schedule.....	31
Curriculum Description, Objectives, and Syllabi .....	32
TOEFL iBT 1.....	32

TOEFL iBT 2 .....	32
TOEFL iBT 3 .....	32
TOEFL iBT 4 .....	32
TOEFL iBT 5 .....	32
TOEFL iBT 6 .....	33
Graduation Requirements .....	33
TOEFL iBT Program Fee .....	33
<i>Curricula for Computer Courses of Study .....</i>	<i>34</i>
<b>Computer Information Technology Administrator .....</b>	<b>34</b>
Program Description and Objectives.....	34
Program Outline .....	34
CITA Class Schedule.....	35
<b>Curricula Description, Objectives, and Syllabi .....</b>	<b>36</b>
Windows I .....	36
Windows II.....	36
Word Processing I .....	37
Word Processing II .....	37
Electronic Spreadsheets I.....	37
Electronic Spreadsheets II .....	38
Computerized Accounting I.....	38
Computerized Accounting II .....	38
Database Applications I .....	39
Database Applications II .....	39
Internet.....	39
Outlook .....	40
Presentation Software.....	40
<b>Computer Information Infrastructure .....</b>	<b>41</b>
Program Description and Objectives.....	41
Program Outline .....	41
CII Class Schedule .....	42
<b>Curricula Description, Objectives, and Syllabi .....</b>	<b>43</b>
Windows Client / Professional .....	43
Windows Server .....	44
Network Infrastructure.....	45
Active Directory.....	45
Planning and Maintaining Windows Server Infrastructure .....	46
Designing Core / Active Directory and Network Infrastructure .....	47
Administering SQL.....	48
Intro to Router.....	50
Advanced Router .....	51
Configuring Switch / Security .....	52
Remote Access Services .....	53
Internetwork Troubleshooting .....	54
<i>Curriculum for Real Estate and Finance / Salesperson .....</i>	<i>55</i>
<b>Real Estate and Finance / Salesperson .....</b>	<b>55</b>
Program Description and Objectives.....	55
Program Outline .....	55
Real Estate and Finance / Salesperson Class Schedule.....	55
<b>Curriculum Description, Objectives, and Syllabi.....</b>	<b>56</b>
Real Estate Principles:.....	56
Real Estate Practice .....	57
Legal Aspects of Real Estate .....	58
Advanced Legal Aspects of Real Estate .....	58

Real Estate Finance .....	59
Real Estate Appraisal .....	59
Real Estate and Finance Course Fee .....	60
Examination Requirements .....	60
Salesperson Applicants.....	60
License Processing Fee .....	60
<i>Curriculum for Contractor License.....</i>	<i>61</i>
Contractor License .....	61
Program Description and Objectives .....	61
Program Outline .....	61
Contractor License Class Schedule .....	61
Curriculum Description, Objectives, and Syllabi .....	62
General Building Contractor .....	62
Carpentry Contractor.....	62
Electrical Contractor.....	62
Painting and Decorating Contractors .....	62
Solar Contractor.....	63
Contractor License Course Fee .....	63
License Processing Fee .....	63
<i>Staff and Faculty.....</i>	<i>64</i>
Staff Members.....	64
Consultants .....	64
Faculty Members .....	64
Organization Chart.....	66
<i>Addendum .....</i>	<i>67</i>
Campus Map and Emergency Evacuation Plan .....	67
Equipment (February 2012).....	68
Recruitment / Advertising / Promotional Practice Policies .....	69
Veteran's Information Bulletin.....	69

## ***Learnet Academy Overview***

**Campus Address**                    **Learnet Academy, Inc.**

**Main Campus and Corporate Headquarters**  
**Holmes Center**  
**3251 West Sixth Street, Floor 2**  
**Los Angeles, CA 90020**

**213.387.4242**  
**213.387.5365 (fax)**  
[www.learnet.edu](http://www.learnet.edu)

### **Introduction**

Established in 1993, Learnet Academy has built a reputation as one of the leading training centers dedicated to offering specialized professional computer courses in operating systems and their applications. These offerings include Microsoft Certified Professional Programs and many other certification courses listed in the later part of this catalog.

On January 1, 1998, Learnet Academy proudly announced the establishment of an intensive English as a Foreign Language (EFL) program. This brought to fruition a goal long held by the owner to extend the scope of Learnet Academy's programs beyond domestic students to include individuals in need of English as a Second or Other Language (ESOL).

### **Mission Statement**

Learnet Academy's mission is to provide an education that prepares its students with the ability to meet their academic and professional goal in a globalized world.

### **Goal and Objectives**

Our school is small by tradition and design.

We understand that we are preparing our students to study in a changing world influenced by transnational developments. We concern ourselves with the personal development of the individual student, and we encourage all students to care for one another and for Learnet Academy.

#### ***Goal***

Learnet Academy's goal is to establish an academic community that unites students, employers, communities, and nations for those wishing to practice academic or professional positions in:

- Admissions to U.S. colleges and universities for higher/continuous education
- Computer Information Infrastructure: Computer System Engineer and Database Administrator
- Computer Information Technology Administrator: Microcomputer Support Specialist
- Real Estate and Finance: Real-Estate Salesperson/Broker
- Contractor License: General Contractor

#### ***Objectives***

Learnet Academy's objectives are to:

##### *Students*

- Provide a supportive educational environment that will maximize students' learning potentials.
- Offer a range of quality programs, which are routinely upgraded to reflect the current and future needs of academic and professional fields.
- Assist in (1) admission to higher or continuous education and (2) job placement for professional goals.

##### *Employers*

- Provide valuable, skilled, and highly trained employees with a solid educational background.

*Communities and Nations*

- Learnet Academy seeks to prepare its students for the various specialized professions not only in the United States but also in their own nations.

**Ownership**

Learnet Academy is a California Corporation and is owned by Ms. Tia J. Shin. The members of the Board of Directors for Learnet Academy are:

Tia J. Shin — President  
David Y. Oh — Secretary

Learnet Academy does not have a pending petition in bankruptcy, nor has it filed a petition for bankruptcy, at the time this catalog was printed.

**Program Advisory Committees**

Learnet Academy has an advisory committee that consists of consultants and experts from several fields pertaining to the private postsecondary school industry. There is no conflict of interest between Learnet Academy and the members of the Advisory Committee.

<b>Company / Name</b>	<b>Field</b>
John Landaker	Academic and Faculty Research
David Oh and Cris Ippolite	Information Technology Consultants
Arman Gasparyan	CII / CITA
Ed Kwak, Keller Williams Realty	Real Estate and Finance
Simon Ho, IDnC (Interior Design and Construction)	Contractor License
William B. Bennett * / Ken Byrd/ Samuel Bernardo	Foreign Student Advisors

Due to the difficulty in bringing the members of the committee together at the same time, contact is maintained on a regular basis with semiannual meetings and telephone conferencing and e-mails.

\* William B. Bennett is an attorney-at-law and specialist in immigration law certified by the State Bar of California Board of Legal Specialization.

## General Information

### Approvals and Affiliations

Learnet Academy has been awarded an initial grant of accreditation to offer programs through the certificate/diploma level by the Accrediting Council for Independent Colleges and Schools (ACICS ID: 00024275).

Learnet Academy has authorization with the Bureau for Private Postsecondary Education (School Code: 1937011) and has approvals from the Department of Veterans Affairs (VA), the California Department of Real Estate (DRE), Microsoft IT Academy, and Microsoft Certified Partner.

Learnet Academy has been approved by the Department of Homeland Security to issue I-20s for F-1 student visas.

Learnet Academy is a Vendor for Veterans Affairs (Title 38), Workforce Investment Act (WI), Community Redevelopment Agency of Los Angeles (CRA), Employment Training Panel (ETP), and provides Rehabilitation Training.

Learnet Academy is affiliated with the California Association of Private Postsecondary Schools (CAPPS) and National Association of Foreign Student Advisors (NAFSA).

Learnet Academy is an Authorized Prometric Testing Center (CA109), Certiport Testing Center, Test of English as a Foreign Language Internet-Based Test (TOEFL iBT) Testing Center, Test of English for International Communication (TOEIC) Testing Center, and Transportation Security Administration (TSA) Testing Center for Federal Government Employees.

As such, many official Federal and State Certification tests may be given on campus.

### Articulations with Accredited Higher Education

The collaborations between Learnet Academy and some Universities and Community Colleges allow Learnet Academy's graduates to receive college credit for coursework taken at Learnet Academy in Los Angeles, California.

Articulation Agreements are in place between Learnet Academy and some Universities and Community Colleges allow Learnet Academy's graduates to receive college credit for coursework taken at Learnet Academy in Los Angeles, California as follows:

- Los Angeles City College
- West Los Angeles College
- DeVry University
- National University
- American Intercontinental University

### Approved Programs

Title	Lecture	Hands-On	Weeks	Hours
EFL	960		48	960
TOEFL iBT	480		24	480
Computer Information Infrastructure (CII)	480	240	36	720
Computer Information Technology Administrator (CITA)	540	180	36	720
Real Estate & Finance Salesperson	240	120	15	360
Contractor License	480	240	30	720

### Average Class Size

	Average Class Size	Maximum Class Size
EFL	25	30
TOEFL iBT	25	30
Computer Information Infrastructure (CII)	30	40
Computer Information Technology Administrator (CITA)	30	40
Real Estate and Finance Salesperson	20	30
Contractor License	15	20

### Handicapped Facilities

The Holmes Center is a modern building, fully equipped to meet ADA (Americans with Disabilities Act) requirements, including handicap-accessible restrooms. The building itself and the parking structure have been designed for handicapped access.

### Certificates

Students who complete their curriculum objectives within the maximum timeframe are eligible to graduate. A Certificate of Completion from Learnet Academy will be awarded to these students. Upon successful completion of all 12 levels of the EFL program, students are awarded a Certificate of Completion.

### Housing

The school does not maintain dormitory/housing accommodations for students; however, we are able to assist students looking for housing options in the vicinity of the school.

### Non-Discrimination Policy

Learnet Academy is non-sectarian and does not discriminate with regard to race, creed, color, national origin, age, sex, disability, or marital status in any of its academic program activities, employment practices, or admissions policies.

### Academic Calendar And Legal Holidays

Learnet Academy will be closed on the following days, both for classes and administration purposes:

- New Year's Day
- Memorial Day (Observed)
- Independence Day
- Labor Day
- Thanksgiving Day
- Friday after Thanksgiving
- Christmas Day

### 2012 Academic Calendar and Start Dates

2012 Start Dates by Program					
Month	EFL/TOEFL iBT	CII	CITA	RE	CL
Jan	01/04	01/ 04	01/ 04,19	01/04	01/25
Feb	02/01		02/16		
Mar	03/01		03/15		
Apr	04/05	04/05	04/05	04/05	04/05
May	05/03		05/17		
Jun	06/01				
Jul	07/06	07/06	07/06, 19	07/06	07/06
Aug	08/02, 30		08/02, 16		
Sep			09/13		
Oct	10/04	10/04	10/04, 18	10/04	10/04
Nov	11/01, 29		11/15		
Dec					

Start dates subject to change

EFL:	English as a Foreign Language
TOEFL iBT:	Test of English Foreign Language Internet-Based Test
CII:	Computer Information Infrastructure
CITA:	Computer Information Technology Administrator
RE:	Real Estate and Finance
CL:	Contractor License

## Physical Facilities

### *The Campus*

Learnnet Academy is located at 3251 West Sixth Street in the heart of Los Angeles' Mid-Wilshire district. The school is 10 minutes from downtown Los Angeles and occupies the second floor of the Holmes Center.

### *The City*

With its cosmopolitan population, wide selection of cultural and social activities, and ideal location, Los Angeles is one of the most popular choices for students or visitors coming to the United States. The school is located in the prestigious Mid-Wilshire section of the city, close to shops, restaurants, theaters, museums, and other cultural attractions.

Facility	Size	Capacity
Classroom 1	530 sq	58 persons
Classroom 2	150 sq	17 persons
Classroom 3	250 sq	27 persons
Classroom 4	310 sq	35 persons
Classroom 5	350 sq	40 persons
Classroom 6	500 sq	55 persons
Classroom 7	350 sq	38 persons
Classroom 8	300 sq	33 persons
Classroom 9	500 sq	Auditorium 320 persons
Classroom 10	1700 sq	
Classroom 11	700 sq	
Operations / Lobby	2500 sq	278 persons
Library / Resource Center	300 sq	33 persons
IT Testing Center	80 sq	8 persons
Student Lounge	1200 sq	133 persons
Faculty Lounge	350 sq	35 persons
Registrar / Student Service	300 sq	33 persons
Admissions / Placement	600 sq	66 persons
Education Department	100 sq	10 persons
Staff Lounge	200 sq	23 persons
Conference Room	250 sq	28 persons
Director	300 sq	33 persons
Storage 1 (Fireproof)	60 sq	6 persons
Storage 2	60 sq	6 persons
Storage 3	60 sq	6 persons
Restrooms	500 sq	55 persons
Common Area	1000 sq	110 persons
<b>Total</b>	<b>13,500 square feet</b>	<b>1500 persons</b>

Each classroom has equipment for Hands-On Training and Practice with Wi-Fi. Learnnet Academy has seven classrooms, furnished with projectors and current hardware and software to meet the needs of today's demanding students. These classrooms are also set up to offer instruction in EFL courses. Learnnet Academy makes every effort to upgrade hardware and software on a continual basis to allow students access to the latest technologies.

## Transportation

We at Learnnet Academy feel that lack of access to transportation should not be a barrier to education. A variety of transportation options are available to students and faculty. Learnnet Academy is located one block north of Wilshire Boulevard and one block west of Vermont Boulevard. The intersection of Wilshire and Vermont is a major Los Angeles transportation hub, so Learnnet Academy, while away from the noise of major roads, is able to give students easy access to bus service to downtown Los Angeles, as well as to the beach cities and other suburban areas. Access to the new Metro Rail Red Line provides service to downtown Los Angeles and connects directly to south-central Los Angeles and Long Beach on the Blue Line. Eventually, the Red Line will extend to the San Fernando Valley and East Los Angeles. For students with cars, ample security parking is available directly behind the school. For MTA riders, a student discount is available by presenting their student identification card and proof of enrollment.

**Copyright and Software**

In compliance with U.S. Copyright Laws and with section 3-1-531(d) of the ACICS Accreditation Criteria Policies, Procedures, and Standards, Learnet Academy does not reproduce any copyrighted materials for instructional use, including the reproduction of book material and/or software material. As a member of Microsoft's IT Academy Program, Learnet Academy has a volume license, authorizing the use of Microsoft software on classroom computers. Additionally, Learnet Academy does not permit the photocopying of book materials under any circumstances. The staff, faculty, and other personnel at Learnet Academy honor copyright laws. We strictly adhere to and enforce this policy on our campus. The copyright law is clear. The copyright holder is given certain exclusive rights, including the right to make and distribute copies. Title 17 of the U.S. Code states that it is illegal to make or distribute copies of copyrighted material without authorization (section 106). The only exception is the user's right to make a backup copy for archival purposes (section 117).

The law protects the exclusive rights of the copyright holder and does not give users the right to copy software unless a backup copy is not provided by the manufacturer. Unauthorized duplication of software is a Federal crime. Penalties include fines of as much as \$100,000, and jail terms of up to five years.

1. Learnet Academy licenses the use of computer software from a variety of outside companies. Learnet Academy does not own this software or its related documentation and, unless authorized by the software manufacturer, does not have the right to reproduce it.
2. With regard to use on local area networks or on multiple machines, Learnet Academy employees shall use the software only in accordance with the license agreement.
3. It is the sole responsibility of the students to acquire/purchase textbooks for their specified programs. Required software is included in textbooks and course materials as evaluation versions.
4. During the enrollment processing, the students are given verbal notice of their course material responsibilities, including copyright and software license infringement laws. Learnet Academy strictly forbids use of illegal materials, including copied textbooks and software.
5. A memo regarding prohibited use of the copy machine for textbooks and materials is posted in the copy area. Additionally, the copy machine is monitored by administrative staff to ensure that faculty and students do not use it inappropriately.

**Pre-Enrollment**

As a prospective student, you are provided with a catalog and are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement. In addition, prior to enrollment all students are provided with a cash discount policy and agreement form to review and sign.

## ***Enrollment and Admissions Procedures***

### **Requirements and Procedures**

#### ***Enrollment and Admissions Requirements and Procedure***

1. Be at least 18 years of age (past the age of compulsory education)
  - a. Complete an application
  - b. Submit a non-refundable registration fee of \$75
2. Hold an acceptable high school credential, defined as a high school diploma issued by a state run public, or accredited private high school or an equivalent credential (for domestic students only). Such equivalents include the following:
  - The Certificate of Proficiency, based on completion of the High School Proficiency Examination with satisfactory scores.
  - The California High School Equivalency Certificate (GED): applicant must have a minimum score of 45 on each of the five sections and an overall score of 250 or higher.
3. Foreign students must submit proof of no less than a high school credential, or proof of completion of some college credit or a college level program.
4. Students, who possess acceptable high school credential, as described above, are eligible for admission to Learnnet Academy.
5. All applicants to Learnnet Academy (except those applying for the EFL Program) must pass an Entrance Examination. Testing must be completed prior to signing the enrollment agreement. Learnnet Academy uses the Wonderlic Scholastic Level Exam (SLE), a nationally recognized standardized test that measures an applicant's potential for successfully completing the program in which they plan to enroll. If the student does not receive a passing score, the student may take the test again after seven days. The test shall be given by the institution on its premises. A score of 17 or above is required.
6. Complete the following enrollment paperwork. Copies of paperwork from this Section, parts *a* and *b* are given to the student at the time of enrollment. Students can print out the rest of the paperwork outlined below from <http://www.learnnet.net> (*c, d, e, f, g, and h*), or will be provided in hard copy upon request.
  - a. Enrollment Agreement, Attendance Card, a valid form of identification, Entrance Record (Admissions Application and Interview), Entrance Test, Promissory Note (cash only) for Student File
  - b. Student Disclosure Form
  - c. Notice of Student Rights
  - d. Notice of Cancellation
  - e. Campus Security
  - f. Refund Calculations/Table of Examples
  - g. Student Complaint Procedure
  - h. School Catalog
7. The Admissions Advisor must recommend the student for enrollment and submit the enrollment paperwork to the Executive Director for approval.

#### ***For International Students***

An I-20 cannot be processed until all items in this checklist are completed and have been received:

1. Completed I-20 application form
2. Official bank statement, or sponsor letter and endorsement dated within the past three months, containing a minimum of \$15,000 USD per year
3. High school diploma or equivalent record
4. A photocopy of the page from student's passport showing full legal name, birth date, passport expiration date, and photograph
5. For F-1 transfer students only: a transfer letter from the school that student has been attending, and copies of student's most recent I-20, I-94, and F-1 visa.

#### **Course Specific Entrance Requirements and Examinations**

***Computer / Real Estate and Finance / Contractor License***

All applicants to these programs are required to take an Entrance Examination, the Scholastic Level Exam (SLE) in order to determine whether the program meets the needs of the applicant's minimum prerequisites, skills, experiences, and abilities.

The SLE will measure the applicant's proficiency. A minimum score of 17 on the SLE is required for admission. If the student does not receive a passing score, the student may take the test again after seven days. If the student does not pass the SLE test the second time, they may not re-test and may not enroll.

In addition to these admissions requirements, students in the Contractor License course of study must also provide proof of 2 to 4 years of practice experience in the field and a certificate of experience by an employer in the field.

***English as a Foreign Language (EFL) Program***

At the time of enrollment, or shortly thereafter, but before beginning classes, each student is given a written placement test. Students are placed in levels corresponding to performance on this exam. Students are allowed to request a change of level during the first week of the term only. They must have the consent of the teacher of the level to which they want to change.

***Student Files***

Student records are confidential and are kept by the Registrar Department for five years in accordance with the California Private Postsecondary Education Act of 2009 (sections 94900, 94900.5, 94900.7). No one — except appropriate school faculty and staff, an authorized representative of the Accrediting Commission or the Bureau for Private Postsecondary and Vocational Education, or an authorized representative of a sponsoring agency (i.e. WIA, VA) — may review any educational records without the approval of the student.

## ***Tuition Payment, Cancellation, and Refund Policies***

<b>Registration, Tuition, and Other Fees</b>	The school reserves the right to change tuition and fees, make curriculum changes when necessary, and make substitutions in books and supplies as required without prior notice. Any changes in tuition or fees will not affect enrolled students already in attendance.
<b>Payment Methods</b>	Learnet Academy accepts payment for tuition, books, equipment, and other fees through cash payment, Visa, MasterCard, or personal or company check. The school will also assist students with setting up monthly payment plans. At the school's discretion, installment payments may also be arranged. All outstanding student account balances are billed directly to the student upon graduation or termination. Failure to satisfy delinquent accounts within a reasonable time period will result in the account being submitted to a collection agency for processing. The student will also not be allowed to officially, nor will they receive official diplomas or transcripts until all financial obligations to Learnet have been met.
<b>Title IV</b>	Learnet Academy does not participate in federal or state financial aid programs.
<b>Loans</b>	If a student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund.
<b>Payment Default</b>	Upon default of tuition, Learnet Academy may declare the entire unpaid principal balance on the student's Promissory Note and all accrued unpaid interest immediately due without any written notice. The student is required to pay the entire amount due. Students who participate in the cash discount program will be responsible for the entire non-discounted price of tuition for the program they were enrolled in. A lender may hire or pay someone else to help collect this note if student does not pay. This includes, subject to any limits under applicable law, lender's attorneys' fees and lender's legal expenses whether or not there is a lawsuit, including attorneys' fees and legal expenses for bankruptcy proceedings (including efforts to modify or vacate any automatic stay or injunction), appeals, and any anticipated post-judgment collection services. Student will also pay any court costs, in addition to all other sums provided by law.
<b>Cancellation Policy and Procedures</b>	<p>Students have the right to cancel the Enrollment Agreement they signed for a course of study — including any equipment, such as books, materials, and supplies, or any other goods and services included in the agreement — until midnight of the fifth business day after the first class scheduled. A business day indicates a day on which Learnet is open for instruction.</p> <p>Cancellation shall occur when a student delivers a written notice of cancellation to the address of the school shown on the top of the front page of the Enrollment Agreement. Students can do this by mail, hand delivery, or facsimile.</p> <p>The written notice of cancellation, if sent by mail, is effective when deposited in the mail, properly addressed with prepaid postage. The written notice of cancellation need not take any particular form and, however expressed, is effective if it shows that the student no longer wishes to be bound by his or her Enrollment Agreement.</p> <p>Students will be given two Notice of Cancellation forms on the first day of class, but if they choose to cancel, they can use any written notice desired. If the school has given the student any equipment, including books or other materials, he or she shall return it to the school within 30 days following the date of his or her notice of cancellation. If the student fails to return this equipment, including books, or other materials, in good condition within the 30-day period, the school may deduct its documented cost for the equipment from any refund that may be due to the student. Once the student pays for equipment, it is the student's to keep without further obligation. If the student cancels the Enrollment Agreement, the school will refund any money that he or she paid within 30 days after the notice of cancellation is received, with deductions for equipment not timely returned in good condition and in accordance with the school's refund policy.</p>
<b>Withdrawal from Course</b>	The student has the right to withdraw from the course of instruction at any time. If the student withdraws from the course of instruction after the period allowed for cancellation of the enrollment agreement, which is until midnight of the fifth business day following the

first class the student was scheduled to attend, the school will remit a refund, not including the processing and registration fee of \$75, within 30 days following the student's withdrawal. The student is obligated to pay only for educational services rendered and for unreturned books or equipment in accordance with the school's refund policy.

### **Refund Policy**

The refund shall be the amount the students paid for instruction multiplied by a fraction, the numerator of which is the number of clock hours of instruction which they have not received but for which they have paid, and the denominator of which is the total number of clock hours of instruction for which they have paid. If the student obtained books or equipment, as specified in the Enrollment Agreement as a separate charge, but returned them in good condition within 30 days following the date of their withdrawal, the school shall refund the charge of the books or equipment. If they fail to return books or equipment in good condition within the 30-day period, the school may offset the documented cost for books or equipment exceeding the prorated refund amount against the refund. For a list of these costs, see the list on the front of the Enrollment Agreement and any attachments. **If the amount that the student has paid is more than the amount owed for the course time attended, then a refund will be made within 30 days of withdrawal. If the amount that the student owes is more than the amount already paid, he or she will have to make arrangements to pay it.**

**Hypothetical Refund Example**

Assume a student enrolls in an 800-hour EFL program, starting in module EFL 2A and pays \$5,700 for tuition, \$75 for processing and registration fee, along with \$160 (fair market value) for equipment as specified in the Enrollment Agreement, then withdraws after completing 400 hours of elapsed time without returning the equipment he/she obtained. The prorated refund to the student would be \$2,850 (see calculation below). If the student returns the equipment in good condition within 30 days following his/her withdrawal, the school shall refund the charge for the equipment paid by the student.

**Sample Refund Calculation**

Based on the preceding example, the refund calculation would be made in the following way:

	\$5,775	\$5,700 tuition + \$75 registration and processing
Less	- \$10	Registration fee (amount school may retain)
Less	- \$65	Processing fee (amount school may retain)
Times	× 400	Clock hours of instruction not attempted
Divided By	× 800	Hours of instruction for which student has paid
Equals	= \$2,850	Initial refund amount
Plus	+ \$0	Documented cost of returned equipment *
Equals	= \$2,850	Actual refund amount

\* If the student returns the equipment in good condition, the actual refund to the student would be \$3,010 (\$2,850 + \$160). For the purpose of determining the amount the student owes for the time attended, he/she shall be deemed to have withdrawn from the course when any of the following occurs:

1. He/she notifies the school of withdrawal, or the actual date of withdrawal.
2. The school terminates the student's Enrollment Agreement.
3. He/she fail to attend classes for a two-week period. In this case, the date of withdrawal shall be deemed to be the last date of recorded attendance.

## Academic Policy

### Academic Progress Policy

#### **Duration of Study**

Students must complete their programs with a minimum GPA of 2.0 within 1.5 times the scheduled program length.

#### **Completion**

Upon successful completion of the program, a Certificate of Completion will be issued to the student.

#### **Grading System**

The school maintains an academic progress report for each student. Grades are issued upon the completion of each module or level.

The grading system is as follows:

Rating	% Score	Letter Grade	Grade Point Average
Excellent	90–100	A	4 point
Above Average	80–89	B	3 point
Average	70–79	C	2 point
Repeat	60–69	D	1 point
Fail	0–59	F	0 point

Passing grades are “A”, “B”, “C”, and “D”. All grades appear on the official transcripts and are used in calculating the grade point average. Student progress and grade reports become part of the student’s permanent record and all grades received are posted on the Student Record.

### Satisfactory Attendance Progress and Satisfactory Academic Progress Policy

Satisfactory progress is evaluated at 25%, 50%, 75%, and at 100% points throughout the program.

#### **Satisfactory Attendance Progress**

The student is required to make **quantitative progress** toward program completion. To be making satisfactory attendance progress, a student must attend at least 78% of the scheduled class hours on a cumulative basis during each evaluation period.

Students who withdraw from the program will receive a grade of 0% in each class interrupted by the withdrawal. All interrupted classes must be repeated upon readmission to the institution. Students with more than 10 consecutive days of unexpected absences will be automatically withdrawn.

#### **Satisfactory Academic Progress**

The student’s academic average is reviewed to determine **qualitative progress**. The minimum required grade is 70% at the conclusion of each evaluation period. Incomplete grades are not given, and students must repeat any classes in which they earn less than a 70% average. Coursework repeated may adversely affect a student’s academic progress in terms of the maximum timeframe.

Whether students change programs or seek additional programs, their cumulative GPAs will reflect all units taken; however, the transfer credits do not impact students’ cumulative GPAs at Learnet Academy.

### Probation

Students will be notified in writing should they be placed on probation for failing to meet either attendance requirements or academic standards. Students will also receive attendance or academic counseling from the Executive/Education Director, as appropriate, when they are placed on either probation. The school will notify a probation student by certified mail if he or she is being administratively withdrawn for unsatisfactory academic progress or lack of attendance.

If a student fails to meet the cumulative 78% attendance or 70% grade average for any

evaluation period (which is a quarter of each program's curriculum), he or she will be placed on probation for the next evaluation period:

1. Attendance Probation: students must show the overall attendance rate met the requirement of 78% attendance policy; failure to achieve a 78% attendance at the end of the probationary evaluation period will result in the administrative withdrawal of the student.
2. Academic Probation: students must retake the class and pass the exam; failure to achieve a 70% grade average at the end of the probationary evaluation period will result in the administrative withdrawal of the student.

## Appeal Process

The student may submit a written appeal of his/her dismissal within five calendar days of his/her receipt of the dismissal notice. The appeal should be addressed to the Executive/Education Director. The appeal must be accompanied by documentation of the mitigating circumstances that have prevented the student from attaining satisfactory academic and/or attendance progress. Only extraordinary circumstances will be considered, such as death or severe illness in the immediate family.

The Executive/Education Director will assess all appeals and determine whether the student may be permitted to continue school on a probationary status, despite not meeting satisfactory progress requirements. The student will be sent the written decision within 10 days of the school's receipt of the appeal. The decision of the Executive/Education Director is final. Students reinstated upon appeal are on probationary status for the next evaluation period, during which time they must meet the terms and conditions set out in the Executive/Education Director's letter granting the appeal.

At the end of the evaluation period, and at the end of every evaluation period thereafter, the student's academic and attendance status will be reviewed. The student may continue on probation as long as he or she meets the terms of the probation, until satisfactory academic progress status is regained. The student reinstated after dismissal and appeal is not eligible for financial aid until he or she regains satisfactory progress status by meeting the minimum academic and attendance standards.

### **Maximum Timeframe**

All program requirements must be completed within a maximum timeframe of 1.5 times the normal program length as measured in calendar time, except reenrollment for new, updated programs with the Executive/Education Director's approval.

A program of 720 hours in length must be completed within 1080 attempted hours of study. An explanation of the ratio of satisfactory credits earned to credits attempted for each program is detailed in the table below.

Program	Hours	Maximum Attempted Units
EFL	960	1440
TOEFL iBT	480	720
Computer Information Infrastructure	720	1080
Computer Information Technology Administrator	720	1080
Real Estate and Finance Salesperson	360	540
Contractor License	720	1080

In order to meet the quantitative standard, students must complete 66% of all units attempted. Withdrawals, incompletes, repeated courses, and failure grades will count as attempted coursework.

## Transfer Policy

### Previous Education Evaluation

Transfer of credit from other institutions is encouraged and available in all programs except EFL. Applicants may request an informal transfer of credit evaluation prior to admission. Official notification of credits that have been accepted for transfer to a program normally occurs at the time an offer of admission is made or during the student's first module of enrollment. Evaluation of credits for transfer to a program will require a copy of the transcript that reflects the course being evaluated.

### Minimum Requirements for the Evaluation of Transfer of Credit (for domestic students only)

Credits evaluated for transfer from other educational institutions must have been:

- Earned and recorded on an official transcript at a school that was accredited by an agency recognized by either the U.S. Department of Education or the Council for Higher Education Accreditation;
- Earned within 5 years prior to or after matriculation to Lernet Academy;
- Earned in courses posting a "B" (3.0 on a 4.0 scale) or higher;
- Earned in a course in which the content is equivalent to the corresponding Lernet Academy course or in which the content is considered to enhance the student's education; and,
- Approved prior to registering for the course.

The school also considers credits for transfer from educational accomplishments attained in extra-institutional settings that are recognized by the American Council on Education's (ACE) Center for Adult Learning and Educational Credentials.

### Maximum Number of Credits Permitted for Transfer (for domestic students only)

The maximum number of credits accepted for transfer to a Lernet Academy program is 25% of the required number of credits to complete the particular program.

### Reconsideration of a Transfer of Credit Evaluation (for domestic students only)

Students may request review of a transfer of credit evaluation by submitting a written request to the Office of Admission within 30 days of receiving an evaluation. Because transfer of credit evaluations are based on a number of important factors, written requests for review should explain, in detail, the issues or circumstances that led the student to believe the evaluation was flawed or that an error was made during the evaluation process. The outcome of this review is final.

## Test Out Evaluation

Any student may request the opportunity to test out of a course, based on the student's previous experience. The student must take the final exam for the course not more than 30 days prior to the start of class. To receive course credit, the student must earn a score of at least 70%. No letter grade will be given for any transfer or test out course.

## Transfer of Credit

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION. The transferability of credits you earn at Lernet Academy is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the degree, diploma, or certificate you earn in Lernet Academy is also at the complete discretion of the institution to which you may seek to transfer. If the credits or degree, diploma, or certificate that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your course work at the institution. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending Lernet Academy to determine if your credits or degree, diploma or certificate will transfer.

## Tardiness

Lernet Academy encourages students to be on time for all activities, appointments, and classes. Students who arrive more than 20 minutes late for class or who miss 20 minutes of class time during any given class hour are recorded as incomplete and are considered absent for that class hour.

## Make-Up Classes

The school does not require a student to make up missed classes. Make-up classes are not specifically scheduled and are never guaranteed. However, missed classes can be made up on a drop-in or space-available basis within two weeks from the date the original class was missed. In no event will make-up classes be provided for students after the scheduled end of the module or level.

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**Leave of Absence**

A Leave of Absence (LOA) may be granted under special circumstances. LOA requests must be submitted to the Executive/Education Director and must include an anticipated return date and be signed by the student. Students are entitled to take up to two LOAs, not exceeding 60 days total, during any academic year. For example, a student may take one 60-day LOA or two LOAs that, together, add up to a maximum of 60 days. The student may not request a second LOA if he or she has already taken one 60-day LOA; furthermore, he or she may not request a third LOA, no matter how many days the student was absent during the first two LOAs. Failure to return to school as scheduled without prior written notification to and approval from the Executive/ Education Director will result in immediate dismissal. Any refund due will be made within 30 calendar days from the end of an approved Leave of Absence.

The Executive/Education Director may grant LOAs and/or waive interim satisfactory standards for circumstances of poor health, family crisis, or other significant occurrences outside the control of the student. It must be demonstrated by the student that the circumstances had or will have an adverse impact on the student's satisfactory progress in the academic program. No waivers will be provided for graduation requirements. Time for an approved LOA will not be included in the calculation of a student's maximum program length.

There are two categories of LOA:

1. General LOA for emergency or personal purposes, up to 60 days
2. Medical LOA for medical situations

Only the Executive/Education Director is authorized to grant a Leave of Absence.

All medical LOAs, whether requested in advance or based on emergency situations, must be documented by a doctor's statement.

The Executive/Education Director completes the request for Leave of Absence and the Student Status Change form, and ensures their proper disbursement.

**Restarts**

1. By definition, a restart is:
  - a. Any student who has previously attended this school
  - b. Any student who has dropped out or been terminated by the school for attendance or academic probation. Any student who has dropped or been terminated by the school shall be eligible to restart.
2. All restarts must have written permission from the Executive/Education Director. The Executive/Education Director will also complete the Education portion of the Restart Application.
3. A new Enrollment Agreement cannot be signed or submitted until the following:
  - a. The Executive/Education Director has submitted a Restart Authorization form;
  - b. All termination paperwork has been completed and the student has completed the three-week waiting period; and,
  - c. The \$75 restart fee has been paid to cover the processing of the student's new paperwork.
4. Restarts are to be treated as new students but shall receive credit for all hours successfully completed and shall be charged only for hours yet to be completed. In the event that the student has paid for the course in full, the student will only be charged at the standard rate for any hours over the regularly scheduled hours, as indicated in the Enrollment Agreement.
5. The maximum number of times a student may restart at the school is two. The school understands that unforeseen circumstances can prohibit the student from completing studies but feels that the student should be able to successfully complete the schooling within three attempts. If a student wishes to be exempted from this policy, he or she must submit their request in writing to the Executive/Education Director, detailing the reasons for the exemption. The decision to exempt the student must be approved by the Executive Director.

**Incomplete Subjects and Remediation**

Students will be given an opportunity, at the discretion of the Executive Director and subject to the availability of space, to repeat, remediate, or make up lost work. This work shall be given full standing and credit with respect to the student's satisfactory academic and attendance progress.

**Graduation Requirements**

Students must complete all required prerequisite courses and completion of all courses while maintaining an average grade of 70% (GPA of 2.0) or better. The student must also meet the attendance policy, maintaining an overall attendance rate of 78%.

**Certificates of Completion**

Students who complete their curriculum objectives within the maximum timeframe are eligible to graduate. A Certificate of Completion will only be issued to students who graduate from their course of study.

**Student Conduct Requirements**

Students are expected to dress and act properly while attending classes. At the discretion of the school administration, a student may be dismissed from school for a serious incident or repeated incidents of an intoxicated or drugged state of behavior; possession of drugs or alcohol upon school premises; possession of weapons; disrespectful behavior to other students, an administrator, or faculty member; or any other stated or determined infractions of conduct.

## **Substance Abuse**

Learnet Academy recognizes that individuals sometimes use substances such as alcohol and drugs to an extent that impairs abilities. This policy is implemented because Learnet Academy believes that any student's impairment due to the use of substances is likely to place that student, other students, employees, and other personnel at risk of injury.

Our policy on substance abuse remains consistent, whether alcohol, marijuana, legal or illegal prescription, and/or controlled substances are at issue. For the purposes of this policy, "substance" refers to any of the above. "Impairment" or "being impaired" refers to a state in which normal physical or mental faculties in use at school have been detrimentally affected by a substance. A "substance abuser" is anyone who uses drugs for non-medical purposes, detrimentally affecting academic performance or interfering with normal social adjustment at school.

Any student attending school while impaired or who becomes impaired while at school will be found in violation of school policy and will be subject to severe disciplinary action. Such action can include suspension, dismissal, or other penalty appropriate to the circumstances. Likewise, the use, possession, transfer, or sale of any substance on school premises or in any Learnet Academy parking space, storage area, or job site is prohibited and subject to severe disciplinary action. Students using prescription drugs have a duty to report this to their instructors and school officials in case an adverse reaction to the medication occurs while at school, and in case the student is falsely accused of using an illegal substance. When a student is involved in the use, possession, transfer, or sale of a substance in violation of this policy, Learnet Academy may notify the appropriate authorities. Such notice will be given only after the incident is investigated and reviewed by the Executive Director.

Substance abuse is both a school and a medical problem. Learnet Academy is aware that substance abuse is a complex public health issue that has both physical and emotional consequences for students, their families, and other social relationships. Any psychological or physical problem affecting academic performance is the concern of Learnet Academy.

Any instructor suspecting a substance abuse case should discuss the matter with the Executive Director immediately. Because each case is different, the handling and referral of the case must be coordinated between the instructor and the Executive Director. Learnet Academy maintains a referral service for students with substance problems. Counseling and referrals are provided on a confidential basis. Voluntary, successful participation in a recovery or rehabilitation program may be a mitigating factor in disciplinary action, depending on the particulars of each case. While Learnet Academy does not require students to get help, he or she may ask the school for it. In some cases, disciplinary action may be suspended, or the student may be placed on probation, pending the successful completion of a recovery program. Students who enter a rehabilitation program due to performance or behavior problems resulting from substance abuse are subject to dismissal for failing to successfully complete the program.

Learnet Academy is concerned with students' privacy, especially when matters of a medical or personal nature are concerned. As long as such information is not required for police or security purposes, Learnet Academy shall maintain student information in confidence, but the information is subject to release to authorized school personnel on a need-to-know basis. An exception to this rule exists when the student signs a release for the transfer of such information to designated persons or agencies.

## **Academic Freedom**

For Learnet Academy, academic freedom is of paramount importance. Within the guidelines established by the Board of Directors, faculty and students are able to explore the many avenues of inquiry to seek answers to questions in their fields of study. It is the policy of the school that instructors and students are entitled to full freedom in exploring the many facets of the program with which they are involved, subject to the adequate performance of their other academic duties.

Instructors and students are entitled to freedom in the classroom to discuss course subjects, but they should be careful not to introduce controversial matter that has no relation to the course.

Learnet Academy's instructors are citizens and members of a learned profession. When they speak or write as citizens, they should be free from institutional censorship or

discipline, but their special position in the community imposes special obligations. As scholars they should remember that the public may judge their profession and their institution by their utterances. Hence, they should at all times be accurate, exercise appropriate restraint, show respect for the opinions of others, and make every effort to indicate that they are not speaking on behalf of Larnet Academy.

Academic freedom faces its greatest threat in expressions of dissent, in settings of sharp controversy, and in connection with attempts to produce social change. It should be made clear, however, that controversy as such must not be stilled. It can have beneficial as well as adverse effects, and it can produce these effects both on society and on educational institutions.

The democratic process itself thrives on the resolution of conflicting viewpoints in the interest of the general welfare. Controversy characterizes every healthy, free society. Its absence makes for totalitarian attitudes and political controls.

Postsecondary education also flourishes in settings where conflicting points of view can be expressed. Intellectual competency emerges out of such circumstances. Thus, controversy becomes a major educational tool. It need not be eliminated or avoided.

Since controversy is educationally useful, a means for keeping inquiry open and free must remain. The faculty should not avoid controversy by insisting on single points of view.

## **Student Complaint Procedure**

Most problems or complaints that students may have with the school or its administrators can be resolved through a personal meeting with the student's instructor. If, however, this action does not bring the situation to a close to the satisfaction of students, they may submit a written complaint to:

**Learnet Academy  
Holmes Center  
3251 West 6<sup>th</sup> Street 2<sup>nd</sup> Floor  
Los Angeles, CA 90020  
Attn: Tia Shin / Executive Director**

Students can expect to receive a written response within 10 business days.

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888) 370-7589 toll-free or by completing a complaint form, which can be obtained on the bureau's internet web site [www.bppe.ca.gov](http://www.bppe.ca.gov).

**Bureau for Private Postsecondary Education  
2535 Capitol Oaks Drive, Suite 400  
Sacramento, CA 95833  
(916) 431-6959, (800) 370-7589 (telephone)  
(916) 263-1897 (facsimile)**

by completing a complaint form, which can be obtained on the bureau's Internet Web site [www.bppe.ca.gov](http://www.bppe.ca.gov).

Alternatively, students may also contact ACICS with any grievances:

**Accrediting Council for Independent Colleges and Schools  
Suite 980  
750 First Street, NE  
Washington, DC 20002-4241  
(202) 336-6780 (telephone) (202) 842-2593 (facsimile)  
e-mail: [acics@acics.org](mailto:acics@acics.org) website: [www.acics.org](http://www.acics.org)**

## **Family Education Rights and Privacy Act**

Learnet Academy complies with the confidentiality and students accessibility provision of the Family Educational Rights and Privacy Act of 1974 (P.L. 93-380, section 438), commonly known as the Buckley Amendment. Confidentiality of student records is protected. Information on students is not available to anyone without:

1. Written request/release from the student;
2. A court order or,
3. Accreditation or other oversight agencies requirements.

However, parents of minors and guardians of tax-dependent students have the right to inspect and challenge the information contained within the records of a specific student. A student may access his/her own records by submitting a written request to the school.

## ***Student Services***

### **General Services**

The school provides the following general student services:

1. Recommendation Letter for Job Placement
2. Housing Information\*
3. Field Trip and Event
4. Student ID
5. Discounted computers for purchase
6. Airport Pick-up / Personal Transportation
7. Academic Counseling and Tutoring (Transcript Form)
8. F-1 and 1098 form Student Advising

*\*Learnet Academy does not offer on-campus or off-campus housing.*

### **Academic Services**

The school is responsible for maintaining student files of all current students enrolled at Learnet Academy, as well as ongoing status records and monitoring of student progress throughout the program.

Student who feel they need more practice time are encouraged to take advantage of the Hands-On Training classes, which are offered for two hours each afternoon.

Learnet Academy has an on campus library offering current and up to date materials and texts related to our courses offered.

### **Parking**

Parking is available in the parking lot behind the building and can be entered from New Hampshire Street. Any damage to, or loss of vehicles or possessions, is the responsibility of the student and not of Learnet Academy.

### **Local Rehabilitation and Treatment Centers**

If students feel that another student or someone they know has an alcohol or other substance abuse problem, or if students just want to learn more about these diseases, there are a number of local centers and agencies that can provide help, information, and support. Some of the local rehabilitation and treatment centers are listed below:

**Plaza Community Center  
648 South Indiana Street  
Los Angeles, CA 90023  
213.268.1107**

**National Council on Alcoholism & Drug Dependency  
600 South New Hampshire Avenue  
Los Angeles, CA 90005  
213.384.0403**

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## ***Job Placement***

### **Job Placement Assistance**

The Placement Director is responsible for maintaining all job referral activities and for locating jobs within the local business community. The school will attempt to set up interviews with local businesses and industries for as many graduates as possible. It is the Placement Director's job to develop and maintain a job network in the area; assist in job search and placement; provide readiness discussions and training in accordance with school policies and contract requirements; search for and develop employment opportunities through personal and media contact with employers; and seek out and develop potential business/industry training contracts that could be serviced by the school.

Additionally, students can benefit from assistance in the following areas:

1. Preparing resumes
2. Developing job interviewing skills
3. Identifying job position openings
4. Following up with employers after interviews

The Student Placement Assistance Department is committed to assisting graduates find suitable employment. Learnet Academy or its Student Placement Assistance Department cannot, however, guarantee employment to any student, recent graduate, or alumni of the school.

### **Staff Interaction**

Instructional staff is always aware of the fact that they are to do more than "impart facts." Every part of their classroom function needs to be pointed toward a future job. In reality, sitting in the classroom or Hands-On Training is a student's first job. It is "pre-on-the-job-training."

## ***Disclosure Notices***

### **Campus Security**

#### ***General Information***

The program is administered in accordance with the law. The physical facility goes through periodic inspection as required by the State of California and the city and county agencies that are responsible to the users of the building.

- Students are provided with safety instructions at the time of enrollment
- Fire department visits on a regular basis
- CALOSHA requirements are followed
- Fire escape routes are posted
- Earthquake procedures are routinely reviewed with staff and students

Health, safety, earthquake, and security are handled by the Director of Fire, Life and Safety.

#### ***Security Policies***

The school has adopted and implemented Section 668.48 of Public Law 101-542, "The Student Right-to-Know and Campus Security Act," effective November 8, 1990. Furthermore, each college shall have a written set of procedures to implement the Crime Awareness and Campus Security Act beginning September 1, 1992.

The following policy is implemented to ensure to the fullest extent possible that students, faculty, and staff are informed in all areas in the event they become victims of criminal actions or other emergencies occurring on campus. Each individual will receive immediate treatment off-campus and be provided with information regarding resource facilities for follow-up treatment and information regarding legal action.

Criminal offenses are defined as unlawful attempts or threats to do physical injury to another or to do damage to another's personal property. These offenses include: murder, aggravated assault, rape, burglary, robbery, and motor vehicle theft.

The following procedure will be followed to ensure campus security:

1. The staff will be trained to be aware of any unusual occurrences or behaviors on or around the campus grounds. Also, they will be trained in notifying proper authorities.
2. Certified instructors who are in the classroom at all times monitor all classrooms.
3. The Executive Director, or his/her designee, secures the building each evening and ensures that all students, faculty, and staff have properly exited the building.

Campus training/awareness is provided to each new student and to newly hired employees during their orientation session. During this orientation session, the following information regarding crime prevention is provided and discussed:

1. Each student and employee of the school is responsible for his or her personal belongings.
2. Proper security of all personal belongings is the responsibility of each student and employee.
3. Any infraction of the regulation relating to Public Law 101-542 must be reported to the proper school personnel immediately.
4. All students and employees of Larnet Academy are responsible for conducting themselves as professionals at all times while on campus and/or while attending school functions.
5. Students are provided with school rules and regulations during orientation; employees receive an employee handbook.
6. Any student or employee who is found in possession of, using, or selling alcoholic beverages and/or illegal drugs on campus will be suspended or terminated from school.
7. All students and employees are provided with information during orientation regarding the drug-free status of the school's campus.

Students and employees sign a statement that they are aware of this policy and will abide by it. This documentation is found in the student’s file and the employee’s personnel file, and is included in the school catalog. The following steps will be taken in the event of a criminal action or other emergencies:

1. The Executive/Education Director, or designated individual in his/her absence, is the first person to be notified in the event that criminal action or other types of emergencies occur on campus. The second contact person would be the designated department manager. The third contact person would be the next designated department manager.
2. The school will immediately notify the proper law authorities. A written statement from the victim will be obtained.
3. The school will abide by all legal requirements set forth by law enforcement.
4. Medical and follow-up treatment services will be made available to the victim if required.
5. The management of the school will be in contact with the victim regarding the status of medical treatment and law enforcement and/or necessary action taken regarding disciplinary proceedings and/or results of disciplinary action or appeal.
6. Confidentiality will be guaranteed.
7. Appropriate services that are available to the victim will be provided to each individual immediately.

**2011 Annual Campus Security Report**

Murder	Aggravated Assault	Rape	Burglary	Robbery	Motor Vehicle Theft
0	0	0	0	0	0

**Campus Performance Achievement Information**

**Student Retention**

2008-2009	2009-2010	2010-2011
93%	91%	94%

**Student Placement**

2008-2009	2009-2010	2010-2011
100%	100%	97%

**Catalog Disclosure /  
Student Tuition  
Recovery Fund**

**Student Tuition Recovery Fund (STRF)**, cited from the Bureau for Private Postsecondary Education

**76215. Student Tuition Recovery Fund Disclosures**

- A. An institution approved under Article 8 (commencing with section 94900 of the Code), Article 9 (commencing with section 94915 of the Code), or a registered institution offering Short-term academic and professional career Training shall include on both the enrollment agreement and the current schedule of student charges, the following statement:

*You must pay the state-imposed fee for the Student Tuition Recovery Fund (STRF) if all of the following applies to you:*

1. You are a student, who is a California resident and prepays all or part of your tuition either by cash, guaranteed student loans, or personal loans, and
2. Your total charges are not paid by any third-party payer such as an employer, government program or other payer unless you have a separate agreement to repay the third party.

*You are not eligible for protection from the STRF and you are not required to pay the STRF fee, if either of the following applies:*

1. You are not a California resident.
2. Your total charges are paid by a third party, such as an employer, government program or other payer, and you have no separate agreement to repay the third party.

- B. In addition to the statement described under subdivision A. of this section, the institution or registered institution offering Short-term academic and professional career Training shall include on the current schedule of student charges, the following statement:

The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by California residents who were students attending schools approved by, or registered to offer Short-term academic and professional career Training with, the Bureau for Private Postsecondary and Vocational Education.

*You may be eligible for STRF if you are a California resident, prepaid tuition, paid the STRF fee, and suffered an economic loss as a result of any of the following:*

1. The school closed before the course of instruction was completed.
2. The school's failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.
3. The school's failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other costs.
4. The school's breach or anticipatory breach of the agreement for the course of instruction.
5. There was a decline in the quality of the course of instruction within 30 days before the school closed or, if the decline began earlier than 30 days prior to closure, the period of decline determined by the Bureau.
6. The school committed fraud during the recruitment or enrollment or program participation of the student.

*You may also be eligible for STRF if you were a student that was unable to collect a court judgment rendered against the school for violation of the Private Postsecondary and Vocational Education Reform Act of 1989.*

- C. The Bureau shall mail the Notice and Explanation of Student Rights under the Student Tuition Recovery Fund, Form STRF 06, effective January 1, 2002, to students soon after an institution's closure or upon request from a student for an explanation of his or her rights under the Student Tuition Recovery Fund.

Note: Authority cited: Sections 94774 and 94778, Education Code. Reference cited:

Sections 94810, 94825 and 94944, Education Code.

It is important that you keep copies of the enrollment agreement, receipts, or any other information that documents the money paid to the school. Questions regarding the STRF may be directed to the:

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, [www.bppe.ca.gov](http://www.bppe.ca.gov), toll-free telephone number (888) 370-7589 or by fax (916) 263-1897.

**Bureau for Private Postsecondary Education  
2535 Capitol Oaks Drive, Suite 400  
Sacramento, CA 95833  
(916) 431-6959**

## Occupational Information

*Classification of Instructional Program (CIP) Codes and titles cited from the U.S. Department of Education's National Center for Education Statistics.*

### ***EFL***

Occupations to which this course is represented to lead are:

- This course is not represented to lead to any occupation.

### ***Computer***

Occupations to which this course is represented to lead are:

- 213.362.010 Computer Operator
- 203.582.054 Data Entry Operations
- 313.551.080 General Secretarial
- 216.482.010 Office Assistant
- 201.362.030 Administrative Secretary
- 203.382.030 Word Processor
- 039.264.010 Microcomputer Support Specialist
- 213.382.010 Computer Peripheral Operator
- 039.264.010 Computer Processing Scheduler
- 317.553.070 Typist
- 033.162.010 Computer Security Coordinator
- 033.362.010 Computer Security Specialist
- 033.167.010 Computer System Engineer
- 039.264.010 Database Administrator

### ***Real Estate and Finance***

Occupations to which this course is represented to lead are:

- 250.357.018 Real-Estate Agent
- 250.357.018 Real-Estate Broker
- 219.362.046 Real-Estate Clerk
- 250.357.014 Rental Agent

### ***Contractor License***

- 182.167.010 Contractor, General Building
- 869.664.014 Construction Worker I
- 869.687.026 Construction Worker II

## Curriculum for EFL

### English as a Foreign Language

#### Program Description and Objectives

The EFL program provides intensive English instruction and orientation for international students planning to attend American colleges and universities, as well as individuals pursuing professional training in the U.S.

Students who complete the Intermediate or Advanced levels of this program acquire sufficient English and job-related information to successfully begin work or pursue further education or training. The program is designed to provide students with dramatically improved language skills by providing a small student-to-teacher ratio and a standardized, intensive, comprehensive, structure-based curriculum. All courses are conducted entirely in English. **The program is OPEN ENTRY/FIXED EXIT.**

#### Program Outline

EFL for Beginning Students					
Modules			Days	Weeks	Hours
EFL	1A	Beginning	20	4	80
EFL	1B	Beginning	20	4	80
EFL	2A	High Beginning	20	4	80
EFL	2B	High Beginning	20	4	80
EFL for Intermediate Students					
Modules			Days	Weeks	Hours
EFL	3A	Intermediate	20	4	80
EFL	3B	Intermediate	20	4	80
EFL	4A	High Intermediate	20	4	80
EFL	4B	High Intermediate	20	4	80
EFL for Advanced Students					
Modules			Days	Weeks	Hours
EFL	5A	Advanced	20	4	80
EFL	5B	Advanced	20	4	80
EFL	6A	High Advanced	20	4	80
EFL	6B	High Advanced	20	4	80
			<b>Total</b>	<b>48</b>	<b>960</b>

30 Clock Hours = 1 Unit

**EFL Class Schedule**

Students in the EFL program study in the morning, afternoon, and evening period. Classes are held for 4 hours Monday through Friday for a total of 20 hours a week. Students are required to attend all assigned class meetings and hours.

<b>Morning</b>	9:00	-	10:20	Class
	10:20	-	10:30	Break
	10:30	-	11:50	Class
	11:50	-	12:00	Break
	12:00	-	1:00	Class
<b>Afternoon</b>	1:00	-	2:20	Class
	2:20	-	2:30	Break
	2:30	-	3:50	Class
	3:50	-	4:00	Break
	4:00	-	5:00	Class
<b>Evening</b>	6:00	-	7:20	Class
	7:20	-	7:30	Break
	7:30	-	8:50	Class
	8:50	-	9:00	Break
	9:00	-	10:00	Class

**Curriculum Description, Objectives, and Syllabi**

<b>EFL 1A Beginning</b>	<p>Introducing elementary English to the students who take the first step to learn English. This step demonstrates very short conversation like introducing oneself to others, basic grammar such as how to use <i>be</i>, simple questions and answers, Wh- questions, yes/no questions, subject pronouns, basic preposition, etc. The purpose of this course is to let students know that English is a very practical language so they can use it very usefully if they practice hard.</p> <p>Prerequisite: None</p>
<b>EFL 1B Beginning</b>	<p>To continue study based on former level, but it becomes more complex. This step treats simple present tense, present continuous, adverbs and questions of frequency, simple past tense, and countable and uncountable nouns. Students may feel the course quickly becomes difficult because they learn grammar and expressions quite different from 1A, and they are just beginners, so the instructor needs to lead the students not to fear about learning English.</p> <p>Prerequisite: EFL 1A</p>
<b>EFL 2A High Beginning</b>	<p>Instructor teaches to the students more complicated grammar and longer expressions. To make long sentences, the students will learn how to use conjunctions, adjectives like comparative and superlative, and longer vocabulary. At this level, students learn more words and idioms through practicing conversation, and learn about basic writing structure, how to compose real essay in English.</p> <p>Prerequisite: EFL 1B</p>
<b>EFL 2B High Beginning</b>	<p>In this level students will learn about irregular verbs, present perfect, and present continuous future. This kind of grammar is quite difficult so student should practice a lot by making sentences in speaking and writing.</p> <p>Prerequisite: EFL 2A</p>
<b>EFL 3A Intermediate</b>	<p>As of the beginning of intermediate course, this level related with basic course but students will learn more complex words, expressions and grammar. With the basis of basic knowledge, they will be able to speak in English using the comparison of simple past vs. present perfect and future tense.</p> <p>Prerequisite: EFL 2B</p>
<b>EFL 3B Intermediate</b>	<p>To continue the development of student knowledge of fundamental structures of English and appropriate use of these structures in both spoken and written communication. Topics such as travel, childhood, customs, personality, and predicaments are presented in unique ways using interesting real-life information. Speaking ability is developed through oral exercises, individual reports, class discussions, and debates. Reading and writing are developed through both in-class and independent reading projects using the Library, as well as compositions and various written assignments. Students will learn typical questions and responses; two-part verbs; time contrasts; simple past, present perfect, present perfect continuous, and future tenses; modes; active and passive voices; habitual actions; comparisons with adjectives; sequence adverbs; infinitives, gerunds, and imperatives; conditional sentences with <i>if</i> clauses; and reported speech.</p> <p>Prerequisite: EFL 3A</p>
<b>EFL 4A High</b>	<p>Continuous study from intermediate 1, with more complicated expressions. Students will</p>

<b>Intermediate</b>	<p>learn about passive, past continuous, and some adverbs variously used in sentences. The focus on this level is to fortify learning structures in practical English. This level is middle of all complete courses, so it's important to study remembering the basic structure. To do so, students can progress their ability in English.</p> <p>Prerequisite: EFL 3B</p>
<b>EFL 4B High Intermediate</b>	<p>EFL 4B builds on the foundations established in EFL 3AB for accurate and fluent communication, extending grammatical, lexical, and functional skills. Students will explore various topics, such as relationships, the media, self-improvement, business and advertising, and controversial issues. Speaking ability is developed through oral exercises, individual reports, class discussions and debates. Reading and writing are developed through both in-class and independent reading projects using the Library, as well as compositions and various written assignments. Students will learn relative pronouns; clauses with <i>it</i> and adverbial clauses with <i>when</i>; gerund phrases; comparisons with adjectives, verbs, nouns, and past participles; requests with modals; past continuous tense; noun phrases; expectations; prepositions of cause; infinitive clauses and phrases; <i>would rather</i> and <i>would prefer</i>; <i>have/get</i> something <i>done</i>; time clauses; the passive to describe process; giving opinions with passive; and complex noun phrases.</p> <p>Prerequisite: EFL 4A</p>
<b>EFL 5A Advanced</b>	<p>Upon completion of this course, students will be better prepared in the four areas of competence: listening, speaking, reading and writing. Students will also become more familiar with idiomatic English. The bulks of the outside reading as well as the subjects of class discussion are student-determined/instructor-approved.</p> <p>Prerequisite: EFL 4B</p>
<b>EFL 5B Advanced</b>	<p>A comprehensive and challenging class, EFL 5B aims to consolidate and expand the skills of listening comprehension, speaking, reading, and writing in English. The course aims to promote cross-cultural understanding through the use of texts and multimedia from the Library. In addition to a review and refinement of grammar and vocabulary in a culturally rich context, students also experiment with their written and spoken expression through different formats.</p> <p>Prerequisite: EFL 5A</p>
<b>EFL 6A High Advanced</b>	<p>In addition to giving students an opportunity to discuss (at an advanced level) important social and cultural issues this class also focuses on improving students' ability to draw inferences from advanced English reading and listening passages. Students are asked to write short essays, stories and even poems in English and present them to the class.</p> <p>Prerequisite: EFL 5B</p>
<b>EFL 6B High Advanced</b>	<p>EFL 6B is a high advanced language and culture class that aims to refine the skills acquired in EFL 5AB. Emphasis is placed on the development of oral and written expression to promote linguistic and cultural competencies through an extensive grammar review and exploration of spoken and written texts. Cultural competency is reinforced by exposure to American culture through various exercises, written assignments, and media resources. Throughout the course, students will share ideas in collaborative, small-group, and whole class discussion.</p> <p>Prerequisite: EFL 6A</p>

**Graduation Requirements**

To graduate from the EFL program, a student must successfully complete EFL 6B by achieving an average grade of 70% (GPA of 2.0) or more. The student must also meet the attendance policy and maintain an overall attendance rate of 78%.

**EFL Program Fee**

Each module lasts 4 weeks. There is a registration and processing fee of \$75 per year.

Level			Tuition (subject to change)	Books (subject to change)
EFL	1A	Beginning	\$ 567	\$ 50
EFL	1B	Beginning	\$ 567	\$ 50
EFL	2A	High Beginning	\$ 567	\$ 50
EFL	2B	High Beginning	\$ 567	\$ 50
EFL	3A	Intermediate	\$ 567	\$ 50
EFL	3B	Intermediate	\$ 567	\$ 50
EFL	4A	High Intermediate	\$ 567	\$ 50
EFL	4B	High Intermediate	\$ 567	\$ 50
EFL	5A	Advanced	\$ 567	\$ 50
EFL	5B	Advanced	\$ 567	\$ 50
EFL	6A	High Advanced	\$ 567	\$ 50
EFL	6B	High Advanced	\$ 567	\$ 50
<b>Total</b>			<b>\$ 6,804</b>	<b>\$ 600</b>

## Curriculum for TOEFL iBT

### TOEFL iBT

#### Program Description and Objectives

The TOEFL iBT program provides intensive English instruction and orientation for international students planning to attend American colleges and universities, as well as individuals pursuing professional training in the U.S. The goal of this course is to help students feel confident and well-prepared when taking the new Internet-based TOEFL (iBT). In this course, the student will polish the language and computer skills needed for the exam, improving their overall test-taking abilities. The course starts with an introduction to the new iBT format. Students will then learn the types of questions on the reading, listening, speaking, and writing sections of the test, as well as test-taking strategies for each section.

Finally, the student will be provided with opportunities to take practice tests for each section. There will be daily homework assignments in all language skill areas, including vocabulary. This course will be of interest to the student who would like to take the TOEFL iBT in particular (not the TOEFL Paper-Based Exam). **The program is OPEN ENTRY/FIXED EXIT.**

#### Program Outline

TOEFL iBT				
Modules		Days	Weeks	Hours
TOEFL iBT 1	Beginning	20	4	80
TOEFL iBT 2	Beginning	20	4	80
TOEFL iBT 3	Intermediate	20	4	80
TOEFL iBT 4	Intermediate	20	4	80
TOEFL iBT 5	Advanced	20	4	80
TOEFL iBT 6	Advanced	20	4	80
<b>Total</b>			<b>24</b>	<b>480</b>

**30 Clock Hours = 1 Unit**

#### TOEFL iBT Class Schedule

Students in the TOEFL iBT program study in the morning, afternoon, and evening period. Classes are held for 4 hours Monday through Friday for a total of 20 hours a week. Students are required to attend all assigned class meetings and hours.

<b>Morning</b>	9:00	-	10:20	Class
	10:20	-	10:30	Break
	10:30	-	11:50	Class
	11:50	-	12:00	Break
	12:00	-	1:00	Class
<b>Afternoon</b>	1:00	-	2:20	Class
	2:20	-	2:30	Break
	2:30	-	3:50	Class
	3:50	-	4:00	Break
	4:00	-	5:00	Class
<b>Evening</b>	6:00	-	7:20	Class
	7:20	-	7:30	Break
	7:30	-	8:50	Class
	8:50	-	9:00	Break
	9:00	-	10:00	Class

**Curriculum Description, Objectives, and Syllabi**

<b>TOEFL iBT 1</b>	<p>Upon completion of this course, students will be better prepared in the four areas of competence; listening, speaking, reading and writing. Grammatically correct sentence structure and proper execution of spoken English are the thrust of this level. Relationship words, cause and effect, opposition, condition, and conditional sentences are practiced. Three-paragraph persuasive compositions stressing a thesis statement, support statements and a conclusion will be practiced. A greater emphasis is placed on cultural understanding and comparison.</p> <p>Prerequisite: None</p> <p>The TOEFL (Test of English as a Foreign Language) is now being offered as an internet-based test, or iBT, and the new edition of Barron's TOEFL manual and accompanying software have been completely revised and updated to reflect the new format. The manual presents seven full-length model TOEFL iBT tests with explanations or examples for all questions, including sample essays and speaking responses. The author also offers general orientation to the new TOEFL iBT, as well as a review of academic skills, which include note taking, paraphrasing, summarizing, and synthesizing. There is also a review of language skills—listening, speaking, reading, and writing. The optional CD-ROM presents seven on-screen TOEFL iBT exams that simulate actual test conditions and provide automatic scoring.</p>
<b>TOEFL iBT 2</b>	<p>Students will learn test-taking strategies and academic skills for each type of question in the reading, listening, speaking and writing sections of the test through audio scripts for practice activities.</p> <p>This course covers the two categories of Taking Notes and Paraphrasing for a higher score on the TOEFL iBT.</p> <p>Prerequisite: TOEFL iBT 1</p>
<b>TOEFL iBT 3</b>	<p>Continuing iBT 2: Students will learn test-taking strategies and academic skills for each type of question in the reading, listening, speaking and writing sections of the test through audio scripts for practice activities.</p> <p>This course covers the two categories of Summarizing and Synthesizing for a higher score on the TOEFL iBT.</p> <p>Prerequisite: TOEFL iBT 2</p>
<b>TOEFL iBT 4</b>	<p>The contents of this module will stress the four areas of TOEFL iBT competence: listening, grammar, reading, and writing. There will be an ongoing evaluation of students' scores and progress in each portion of the test during the course. A weekly full-length TOEFL iBT is given and graded for each student.</p> <p>Prerequisite: TOEFL iBT 3</p>
<b>TOEFL iBT 5</b>	<p>This course offers additional, highly-focused practice of TOEFL iBT problems, organized by section and problem type. By rotating between sections each week, students will keep their skills sharp and well-rounded. Upon completion of this course, students will be better prepared to take and pass the TOEFL iBT exam. There will be an ongoing evaluation of students' scores and progress in each portion of the test during the course.</p>

Prerequisite: TOEFL iBT 4

**TOEFL iBT 6**

Continuing TOEFL iBT 5

Prerequisite: TOEFL iBT 5

**Graduation Requirements**

To graduate from the TOEFL iBT program, a student must successfully complete Level 6 by achieving an average grade of 70% (GPA of 2.0) or more. The student must also meet the attendance policy and maintain an overall attendance rate of 78%.

**TOEFL iBT Program Fee**

Each module lasts four weeks. There is a registration and processing fee of \$75 per year.

	<b>Level</b>	<b>Tuition (subject to change)</b>	<b>Books (subject to change)</b>
TOEFL iBT	1	\$ 567	
TOEFL iBT	2	\$ 567	
TOEFL iBT	3	\$ 567	
TOEFL iBT	4	\$ 567	
TOEFL iBT	5	\$ 567	
TOEFL iBT	6	\$ 567	
<b>Total</b>		<b>\$ 3,402</b>	<b>\$ 40</b>

## Curricula for Computer Courses of Study

### Computer Information Technology Administrator

#### Program Description and Objectives

The Computer Information Technology Administrator program covers a broad spectrum of computer applications. The program is designed to develop the student into a versatile and proficient entry-level computerized office operator. CITA (Computer Information Technology Administrator) program is filled with a variety of hands-on applications and experiences that will lay the foundation for the rest of your academic and professional career. Students will learn to create documents, reports, spreadsheets and presentations and handle accounting functions. **The program is OPEN ENTRY / FIXED EXIT. However, students are required to take courses within each module in the order listed on the program outline below.**

#### Program Outline

<i>Computer Information Technology Administrator</i>						
						<b>\$3,625</b>
<b>Module</b>	<b>Course No.</b>	<b>Title</b>	<b>Lecture</b>	<b>Hands-On</b>	<b>Weeks</b>	<b>Hours</b>
C100 Office Basics	C101	Windows I	15	5	1	20
	C102	Windows II	15	5	1	20
C200 Word Processing	C201	Word Processing I	90	30	6	120
	C202	Word Processing II	90	30	6	120
C300 Electronic Spreadsheets	C301	Electronic Spreadsheets I	60	20	4	80
	C302	Electronic Spreadsheets II	60	20	4	80
C400 Computerized Accounting	C401	Computerized Accounting I	30	10	2	40
	C402	Computerized Accounting II	30	10	2	40
C500 Database Management	C501	Database Applications I	30	10	2	40
	C502	Database Applications II	30	10	2	40
Research	C601	Internet	15	5	1	20
Communication	C701	Outlook	15	5	1	20
Presentation	C801	Presentation Software	60	20	4	80
<b>Total Program</b>					<b>36</b>	<b>720</b>

**20 Clock hours = 1 Unit**

**CITA Class Schedule**

Students in the Computer programs will study in one of the following periods.  
Students are required to attend all assigned class meetings and hours.

<b>Morning</b>	<b>9:00</b>	-	<b>10:20</b>	<b>Class</b>
	<b>10:20</b>	-	<b>10:30</b>	<b>Break</b>
	<b>10:30</b>	-	<b>11:50</b>	<b>Class</b>
	<b>11:50</b>	-	<b>12:00</b>	<b>Break</b>
	<b>12:00</b>	-	<b>1:00</b>	<b>Class</b>
<b>Afternoon</b>	<b>1:00</b>	-	<b>2:20</b>	<b>Class</b>
	<b>2:20</b>	-	<b>2:30</b>	<b>Break</b>
	<b>2:30</b>	-	<b>3:50</b>	<b>Class</b>
	<b>3:50</b>	-	<b>4:00</b>	<b>Break</b>
	<b>4:00</b>	-	<b>5:00</b>	<b>Class</b>
<b>Evening</b>	<b>6:00</b>	-	<b>7:20</b>	<b>Class</b>
	<b>7:20</b>	-	<b>7:30</b>	<b>Break</b>
	<b>7:30</b>	-	<b>8:50</b>	<b>Class</b>
	<b>8:50</b>	-	<b>9:00</b>	<b>Break</b>
	<b>9:00</b>	-	<b>10:00</b>	<b>Class</b>

<b>Curricula Description, Objectives, and Syllabi</b>
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**20 Clock hours = 1 Unit**

**Windows I**

Designed for new computer users, this course will teach students how to organize files and applications, customize their desktop, and create shortcuts to their favorite websites. Special hands-on exercises cover everything from Office Basics to using online help and troubleshooting wizards. Students will learn to create and organize folders, locate documents and programs, create special shortcuts with Windows Explorer, and find utilities. This course also introduces Windows advanced features and tools. Learn to format a disk and to use backup and recovery, Disk Scan, and file defragmentation tools. The class concludes with a demonstration of Windows installation, upgrade, and configuration techniques. Topics include:

- Windows Desktop and Taskbar
- Start and Programs Favorite menus
- Improving speed and efficiency
- Shortcuts and file management
- Control Panel and Windows Explorer
- Windows Help and Troubleshooter and help and find features

Pre-requisite: none

C101	Windows I	Lecture	Hands-On	Weeks	Hours
		15	5	1	20

**Windows II**

Students will learn to create and organize folders; locate documents and programs; create special shortcuts with Windows Explorer and find utilities. This course introduces you to Windows advanced features and tools. Learn to use backup and recovery, format a disk, use Disk Scan and file defragmentation tools. The class concludes with a demonstration of Windows installation, upgrade, and configuration techniques.

- Special device and hardware capabilities
- File and disk management techniques and Recycle Bin
- Find and Quick View utilities
- Microsoft Network Neighborhood and Exchange applications
- Hyper Terminal telecommunications to connect to the internet
- Windows installation and upgrade

Pre-requisite: C101 must be taken before C102

C102	Windows II	Lecture	Hands On	Weeks	Hours
		15	5	1	20

**Word Processing I**

This hands-on course provides a thorough introduction to Word and builds basic skills needed to create, modify and print letters and document, reports, production of boilerplates and integration of mailing lists and form letters. This course provides an in-depth look at Microsoft Word for Windows. Topics include:

- Creating and Saving documents
- Moving and Copying text
- Changing the appearance of text (formatting)
- Headers and Footers
- Printing Documents
- Creating and Using Templates
- Sorting paragraphs and Tabular information

Pre-requisite: none

C201	MS Word I	Lecture	Hands-On	Weeks	Hours
		90	30	6	120

**Word Processing II**

This hands-on course provides a thorough introduction to Word and builds basic skills needed to create, modify and print letters and document, reports, production of boilerplates and integration of mailing lists and form letters. This course provides an in-depth look at Microsoft Word for Windows. Topics include:

- Inserting graphics, charts and special characters
- Creating and Editing columns
- Merging documents
- Connecting with other Office 2000 programs
- Using master documents for a group project
- Creating on-line documents

Pre-requisite: C201 must be taken before C202

C202	MS Word II	Lecture	Hands-On	Weeks	Hours
		90	30	6	120

**Electronic Spreadsheets I**

Learn the fundamental skills required to create and use Excel spreadsheets. This course teaches you how to start Excel, create and print worksheets, get on-line help, and create simple charts. Topics include:

- Basic concepts and terminology
- Excel menus and dialog boxes
- Creating and modifying worksheets
- Copying, deleting, and moving cells
- Defining and replicating formulas
- Formatting worksheets
- Printing worksheets

Pre-requisite: none

C301	MS Excel I	Lecture	Hands-On	Weeks	Hours
		60	20	4	80

## Electronic Spreadsheets II

Learn the fundamental skills required to create and use Excel spreadsheets. This course teaches you how to start Excel, create and print worksheets, get on-line help, and create simple charts. Topics include:

- Creating simple chart
- Creating a custom toolbar
- Styles
- Using the IF and VLOOKUP functions
- Creating and working with pivot tables
- Outlining and consolidating works
- Using the Goal Seek, Solver and Scenario
- Displaying and protecting worksheets

Pre-requisite: C301 must be taken before C302

C302	MS Excel II	Lecture	Hands-On	Weeks	Hours
		60	20	4	80

## Computerized Accounting I

Use the leading small business accounting package to organize records, prepare financial reports, handle payroll, and automatically figure federal and state taxes, as well as withholding and employer contributions. This hands-on course starts with an introduction to basic accounting terms and concepts, and walks students through the QuickBooks set-up process. Using simulations from a variety of businesses, students will learn to perform periodic activities, such as:

- Making sales, receiving inventory, writing checks, making deposits, tracking time, and making estimates
- Creating invoices and purchase orders, paying monthly bills, preparing a payroll, and reconciling checking accounts

Throughout the course, attention is devoted to creating easy-to-read statements, including profit and loss, balance sheets, accounts receivable, accounts payable, budget, payroll, and project reports, as well as graphs that give students a quick snapshot of overall business.

Pre-requisite: none

C401	QuickBooks I	Lecture	Hands-On	Weeks	Hours
		30	10	2	40

## Computerized Accounting II

Use the leading small business accounting package to organize records, prepare financial reports, handle payroll, and automatically figure federal and state taxes, as well as withholding and employer contributions. This hands-on course starts with an introduction to basic accounting terms and concepts, and walks students through the QuickBooks set-up process. Using simulations from a variety of businesses, students will learn to perform periodic activities, such as:

- Preparing sales tax and payroll tax reports, as well as estimating quarterly income tax payments
- Preparing employee (W-2), non-employee (W-3) 1099, and 940 tax forms

Throughout the course, attention is devoted to creating easy-to-read statements, including profit and loss, balance sheets, accounts receivable, accounts payable, budget, payroll, and project reports, as well as graphs that give students a quick snapshot of overall business.

Pre-requisite: C401 must be taken before C402

C402	QuickBooks II	Lecture	Hands-On	Weeks	Hours
		30	10	2	40

**Database Applications I**

Students will learn the skills necessary to effectively begin creating and working with databases in version 2003. This structured, hands-on course will enable students to create tables, queries, forms, reports and databases. Upon completion, students will be able to:

- Understand database concepts and terminology
- Design, create and modify data tables
- Create calculated fields and view data from more than one field

Pre-requisite: none

C501	MS Access I	Lecture	Hands-On	Weeks	Hours
		30	10	2	40

**Database Applications II**

Students will learn the skills necessary to effectively begin creating and working with databases. This structured, hands-on course will enable students to create tables, queries, forms, reports and databases. Upon completion, students will be able to:

- Effectively use Access queries, generate data forms and summarize group information
- Perform database maintenance procedures including copying from one database to another and compacting a database.

Pre-requisite: C501 must be taken before C502

C502	MS Access II	Lecture	Hands-On	Weeks	Hours
		30	10	2	40

**Internet**

The Internet is the fastest growing information, communication, and business source in the world. This hands-on course will give students an overview of the Internet, including the history and future of the World Wide Web. This course is designed for users who need to send and receive messages across a network, manage appointments, meetings, and tasks, as well as track activities, using Microsoft Outlook. Students will have the opportunity to attach files and folders to their electronic mail and build and maintain an address file for speed. In addition, delegates will practice setting up appointments and scheduling meetings. Students will learn to:

- Add and manage bookmarks
- Compress files
- Find shareware and freeware on the Internet
- Configure Internet Explorer Mail, News, and various messenger services
- Use various search engines to collect and extract information
- Diagnose and resolve connectivity problems.
- Develop appropriate security strategies for using Internet Explorer with various sites
- Create and assign various levels of security for security zones
- Develop strategies for replacing other Internet browsers

Pre-requisite: none

C601	Internet	Lecture	Hands-On	Weeks	Hours
		15	5	1	20

**Outlook**

This course provides information on how to use Microsoft Outlook to manage information, create and process electronic mail, schedule personal and group activities, participate in group projects, and share information. Gain the skills needed to efficiently communicate, manage tasks, coordinate activities, track business contacts, and organize files with Microsoft Outlook. Students will learn to:

- Decide which custom settings to configure for Microsoft Outlook Express and Microsoft NetMeeting
- Plan appropriate methods for deploying multiple-language versions of Internet Explorer
- Communicate via e-mail by creating and receiving messages, effectively using the Address Book, adding attachments, and managing the index
- Search for and display contact information quickly
- Create distribution lists and use vCard technology to send and receive contact information via the Internet
- Manage appointments and calendar, take charge of tasks, and plan and manage meetings and events
- Manage and protect information by archiving, importing, and exporting files

Pre-requisite: none

C701	Outlook	Lecture	Hands-On	Weeks	Hours
		15	5	1	20

**Presentation Software**

Learn how to create eye-catching graphs, charts, and illustrations for both printed documents and slideshows. As the graphics module of the award-winning Microsoft Office Suite, PowerPoint has rapidly gained recognition for its ease of use and integration with other Office applications. PowerPoint is a package for creating presentations for meetings, seminars, sales, and classrooms. It encompasses charts, text, graphics, and animation to achieve slides for the screen, paper handouts, transparencies, or picture presentation. Students will learn to:

- Create graphs
- Create and present slideshows
- Adding and modify text elements
- Create organization charts
- Work with drawing and clip art
- Work with colors
- Use special effects in slideshows
- Create, modify, and select graph types, styles, and content
- Enhance slides by changing background and text colors
- Customize slides with animation, branching, and other effects
- Print handouts, create notes pages, and annotate slides

Pre-requisite: none

C801	Presentation Software	Lecture	Hands-On	Weeks	Hours
		60	20	4	80

## Computer Information Infrastructure

### Program Description and Objectives

The Computer Information Infrastructure is divided in to three major programs, which covers a broad spectrum of computer and information technology fields. The program is designed to develop the students into versatile and proficient entry-level positions such as hardware repair specialists, computer networking administrators, system engineers, database administrators/ programmers, application/web solution programmers, and router network specialists. Computer Information Infrastructure program is filled with a variety of hands-on Information Technology training which will lay solid foundation for students' academic and professional career. **The program is OPEN ENTRY/FIXED EXIT.**

### Program Outline

<i>Computer Information Infrastructure</i>						<b>\$7,475</b>
<b>Course No.</b>		<b>Title</b>	<b>Lecture</b>	<b>Hands On</b>	<b>Weeks</b>	<b>Hours</b>
N200 Networking	N201	Windows Professional	40	20	3	60
	N202	Windows Server	40	20	3	60
D400 Database	D401	Administering SQL	40	20	3	60
Systems Engineer	N203	Network Infrastructure	40	20	3	60
	N204	Active Directory	40	20	3	60
	N301	Planning / Maintaining Windows Server Infrastructure	40	20	3	60
	N302	Designing Core / Active Directory and Network Infrastructure	40	20	3	60
R500 Router Technology	R501	Intro to Router	40	20	3	60
	R502	Advanced Router	40	20	3	60
	R503	Configuring Switch	40	20	3	60
	R504	Remote Access Services	40	20	3	60
	R505	Internetwork Troubleshooting	40	20	3	60
<b>Total Program</b>					<b>36</b>	<b>720</b>

**20 Clock Hours = 1 Unit**

**CII Class Schedule**

Students in the Computer programs will study in one of the following periods.  
Students are required to attend all assigned class meetings and hours.

<b>Morning</b>	9:00	-	10:20	Class
	10:20	-	10:30	Break
	10:30	-	11:50	Class
	11:50	-	12:00	Break
	12:00	-	1:00	Class
<b>Afternoon</b>	1:00	-	2:20	Class
	2:20	-	2:30	Break
	2:30	-	3:50	Class
	3:50	-	4:00	Break
	4:00	-	5:00	Class
<b>Evening</b>	6:00	-	7:20	Class
	7:20	-	7:30	Break
	7:30	-	8:50	Class
	8:50	-	9:00	Break
	9:00	-	10:00	Class

<b>Curricula Description, Objectives, and Syllabi</b>
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**20 Clock hours = 1 Unit**

**Windows Client /  
Professional**

***installing and Configuring Windows 7 Client***

This course is intended for IT professionals who are interested in expanding their knowledge base and technical skills about Windows 7 Client. In this course, students learn how to install, upgrade, and migrate to Windows 7 client. Students then configure Windows 7 client for network connectivity, security, maintenance, and mobile computing. This course is intended for IT professionals who are interested in:

- Expanding their knowledge base and technical skills about Windows 7 Client.
- Acquiring deep technical knowledge of Windows 7.
- Learning the details of Windows 7 technologies.
- Focusing on the "how to" associated with Windows 7 technologies.

Most of these professionals use some version of Windows client at their work place and are looking at new and better ways to perform some of the current functions.

At the end of the course, students will be able to:

- Perform a clean installation of Windows 7, upgrade to Windows 7, and migrate user-related data and settings from an earlier version of Windows.
- Configure disks, partitions, volumes, and device drivers to enable a Windows 7 client computer.
- Configure file access and printers on a Windows 7 client computer.
- Configure network connectivity on a Windows 7 client computer.
- Configure wireless network connectivity on a Windows 7 client computer.
- Secure Windows 7 client desktop computers.
- Optimize and maintain the performance and reliability of a Windows 7 client computer.
- Configure mobile computing and remote access settings for a Windows 7 client computer.

Prerequisite: None

<b>N201</b>	<b>Lecture</b>	<b>Hands-On</b>	<b>Weeks</b>	<b>Hours</b>
	<b>40</b>	<b>20</b>	<b>3</b>	<b>60</b>

**Windows Server*****Planning and Implementing Windows Server 2008***

This course is intended for IT Professionals who are interested in the knowledge and skills necessary to plan and implement a Windows Server 2008 and Windows Server 2008 R2 environment. It incorporates both the planning of the server infrastructure and key aspects of the implementation, management and maintenance of Active Directory and Network Infrastructure. It covers the most important job tasks for Server Administrators who are responsible for the planning, operations, and day-to-day maintenance of Windows Server 2008 and Windows Server 2008 R2 servers in the enterprise.

At the end of the course, students will be able to:

- Plan Windows Server 2008 and Windows Server 2008 R2 Sp1 deployments and upgrades
- Plan server management and delegated administration strategies
- Plan for network addressing with IPv4 and IPv6 and also the provisioning of DNS services
- Plan and provision Active Directory Domain Services
- Plan and implement Group Policy strategy
- Plan and implement Active Directory Certificate Services
- Plan and provision Application servers including Web services, presentation virtualization and application virtualization
- Plan and implement file and print server roles
- Plan and implement secure network access policies such as VPNs, Network Access Protection (NAP) and Direct Access
- Plan and provision data and storage
- Plan and implement an update management strategy using Windows Server Update Services (WSUS)
- Plan and implement high availability
- Plan for server performance and event monitoring
- Plan and implement a backup and recovery strategy

Prerequisite: N201

N202	Lecture	Hands-On	Weeks	Hours
	40	20	3	60

## Network Infrastructure *Implementing a Microsoft® Windows® Network Infrastructure:*

Preparing to teach a course on Windows Server 2008 Network Infrastructure configuration, Network Infrastructure Configuration, can be a challenge that requires careful planning and organization.

### *Each Module Plan includes:*

- **Learning Goals** for each Module.
- **Learning Objectives** that may be observed throughout the Module.
- **Lecture Outline** that detail what to present in each class.
- **Quick Quiz** of multiple choice and true/false type questions.

Prerequisite: N201

N203	Lecture	Hands-On	Weeks	Hours
	40	20	3	60

## Active Directory

### *Implementing and Administering Microsoft® Windows® Directory Services:*

Active Directory Configuration for the first time can be a challenge requiring careful planning and organization. To support a textbook-independent teaching style, each Module plan contains suggested demonstrations and explanations. These Module plans have been developed to be independent of a predefined Module schedule. This model is recommended in order to increase student performance and enhance the knowledge and skills gained through active participation in the course.

At the end of the course, students will be able to:

- Identify the concepts of the Active Directory (AD) service and its logical and physical structures
- Implement a Domain Name System (DNS) infrastructure in preparation for installing Active Directory
- Install Active Directory on a computer running Windows Server, and perform post-installation tasks
- Set up and administer domain user accounts and groups
- Delegate administrative control of AD objects in Windows
- Implement and manage user environments by using Group Policy
- Create and manage trees and forests in a Windows network, and administer forest-wide resources
- Manage Active Directory replication within a site and between sites
- Manage operations masters, manage and restore the AD database

Prerequisite: N201

N204	Lecture	Hands-On	Weeks	Hours
	40	20	3	60

## Planning and Maintaining Windows Server Infrastructure

### *Planning and Maintaining MS Windows Server Infrastructure:*

Network Infrastructure Configuration, can be a challenge that requires careful planning and organization. To support a textbook-independent teaching style, each Module plan contains suggested demonstrations and explanations. The Module plans have been developed to be independent of a predefined Module schedule. This model is recommended in order to increase student performance and enhance the knowledge and skills gained through active participation in the course.

#### *Each Module Plan includes:*

- **Learning Goals** for each Module.
- **Learning Objectives** that may be observed throughout the Module.
- **Lecture Outline** that detail what to present in each class.
- **Quick Quiz** of multiple choice and true/false type questions.
- **Module Exercises** and **Module Projects** at the end of each Module Plan to directly connect the student with the materials that have just been covered in class. The projects can be used independently of a textbook or as an assessment to determine skill mastery. To simplify the scoring process, annotated answer keys for each exercise and project are included to adequately determine if the learning objective was accomplished through process of lecture and activity.

This course also introduces the process of translating business goals into strategies for implementing and managing the Windows networking services.

Prerequisite: N201

<b>N301</b>	<b>Lecture</b>	<b>Hands-On</b>	<b>Weeks</b>	<b>Hours</b>
	<b>40</b>	<b>20</b>	<b>3</b>	<b>60</b>

## Designing Core / Active Directory and Network Infrastructure

### *Designing Core / Active Directory and Network Infrastructure and Services*

During this course, students will learn how to design an Active Directory infrastructure in the Windows Server 2008 and Windows Server 2008 R2 operating systems. Students will learn how to design Active Directory forests, domain infrastructure, sites and replication, administrative structures, Group Policy, and Public Key Infrastructures (PKIs). Students will also learn how to design for security, high availability, disaster recovery, and migrations. Create an Active Directory design based on administrative Group Policy requirements defined by business needs. Design an Active Directory domain and the organizational unit hierarchy within the domain. Need of multiple-domain AD structure may be necessary to meet the administrative and security needs of an organization. Design a site topology for managing Active Directory replication that fulfills the administrative needs of an organization.

After completing this course, students will be able to:

- Provide an overview of the lab scenario.
- Create a design for the Active Directory Domain Services (AD DS) forest and forest trust deployment.
- Design an AD DS domain and Domain Name Service (DNS) integration design.
- Design AD DS sites and AD DS replication.
- Create an AD DS domain controller deployment plan.
- Create an AD DS domain administration design and partially implement the design.
- Create an AD DS Group Policy design and implement some components of that design.
- Design and implement AD DS security policies that meet security requirements.
- Design and implement a PKI deployment by using Active Directory Certificate Services (AD CS).
- Design an Active Directory Rights Management Services (AD RMS) solution and deploy RMS for internal users.
- Create and implement an Active Directory Lightweight Directory Services (AD LDS) design.
- Review and validate a Federated Web single sign-on (SSO) deployment.
- Design and implement a domain restructure.

Prerequisite: N201

N302	Lecture	Hands-On	Weeks	Hours
	40	20	3	60

**Administering SQL*****Installing, Configuring, and Administering Microsoft SQL Server Databases***

This course provides students with the knowledge and skills to maintain a Microsoft SQL Server 2012 database. The course focuses on teaching individuals how to use SQL Server 2012 product features and tools related to maintaining a database. All the labs for this course can be performed using the provided virtual machines. Below are some of the new features of SQL Server that has been discussed in this course. Discussion around servicing SQL Server (Service Packs, Cumulative Updates, Hotfixes). Understanding the relationship between the different levels of updates to the SQL Server product is very important for those working with it. The course now covers details on how hotfixes, cumulative updates and service packs are related and when to apply each type of update. SQL Server use of automated update SQL Server can now utilize Windows Update for servicing. The course shows how to enable automated updates and when the use of these updates should and should not be used.

Partial database containment; A significant challenge when migrating databases between servers is the management of objects such as logins that are not contained within the database. The course now discusses the partial containment options that are provided by SQL Server 2012. In particular, authentication-related changes are discussed.

Users with passwords (contained users); The course shows how SQL Server 2012 allows users to be authenticated at the database level, rather than at the server level. This is an important first step in for database containment.

User-defined server roles; In earlier versions of SQL Server, user-defined roles could be created at the database level but not at the server level. In SQL Server 2012, user-defined roles can also be defined at the server level. This can help to increase the security of systems. Having the ability to configure more fine-grained permissions lets logins be assigned only the permissions that they need to do their work.

In-place upgrades of data-tier applications; In earlier versions of SQL Server, an upgrade of a data-tier application involved migrating all the data within a database to a new database. In SQL Server 2012 this is no longer needed and the course shows how data-tier applications can be upgraded much more quickly, and using less system resources.

Appendix with intro to Always On, High Availability and Replication concepts; Students who will be attempting the certification exam that is relevant to this course require knowledge of high availability and replication. In earlier versions of this course, none of these details were covered.

In this version of the course, an appendix that covers the core concepts for high availability (including SQL Server 2012 Always On technologies) and replication is provided.

At the end of the course, students will be able to:

- After completing this course, students will be able to:
- Plan and install SQL Server.
- Describes the system databases, the physical structure of databases and the most common configuration options related to them.
- Explain the concept of the transaction log and SQL Server recovery models and implement different backup strategies available with SQL Server.
- Create SQL Server Backups.

- Restore SQL Server databases.
- Use the import/export wizards and explain how they relate to SSIS.
- Work with SQL Server security models, logins and users.
- Work with fixed server roles, user-defined server roles, fixed database roles and user-defined database roles.
- Work with permissions and the assignment of permissions.
- Work with SQL Server Audit.
- Work with SQL Server Agent, jobs and job history.
- Implement SQL Server agent security, proxy accounts and credentials.
- Configure database mail, alerts and notifications.
- Create database maintenance plans.
- Work with SQL Profiler and SQL Trace stored procedures.
- Introduce DMVs and the configuration of data collection.
- Work with Central Management Servers and Multi-Server queries, Virtualization of SQL Server and Data-Tier Applications.
- Troubleshoot SQL Server databases.

Prerequisite: N201

D401	Lecture	Hands-On	Weeks	Hours
	40	20	3	60

**Intro to Router*****Cisco Certified Network Associate (CCNA)***

This course is designed specifically to prepare students for preparation of the CCNA Certification Exams. Cisco Certified Network Associate (CCNA) validates the ability to install, configure, operate, and troubleshoot medium-size route and switched networks. With this course, networking professionals will gain the certification needed to make connections to remote sites via a WAN, mitigate basic security threats, and understand the requirements for wireless network access.

Install, configure and troubleshoot fully operational Cisco routers as you build a multiprotocol network and prepare for professional certification. In this informative hands-on course, you will learn internetworking LAN and WAN concepts and master the router operations. This course covers the basic techniques to configure Cisco routers for LANs and provides the foundation for more advanced courses on Cisco routers, switches and firewalls. In addition, you will gain hands-on experience installing, configuring, maintaining and troubleshooting Cisco switches. Additional topics include:

***Learning Objectives Include:***

- Networking fundamentals & connecting to a WAN
- Basic security and wireless concepts
- Routing and switching
- The TCP/IP and OSI models
- IP addressing & WAN technologies
- Operating and Configuring IOS devices
- Configuring Routing Information Protocol Version 2 (RIPv2)
- Static and default routing
- Implementing NAT and DHCP, & configuring simple networks
- VLSM and IPv6 addressing
- Extending switched networks with VLANs
- Configuring, verifying and troubleshooting VLANs
- VTP, RSTP, OSPF and EIGRP protocols
- Determining IP routes & managing IP traffic with access lists
- NAT and DHCP
- Establishing point-to-point and Frame Relay connections

Upon completion of this course, you will be able to configure and manage complex multi-protocol networks that use Cisco routers, switches and bridges. This course is recommended for individuals pursuing CCNA Certification. Course assumes knowledge of basic router configuration and TCP/IP.

Prerequisite: None

R501	Lecture	Hands-On	Weeks	Hours
	40	20	3	60

**Advanced Router*****CCNA Service Provider Operations***

The Building Scalable Cisco Networks (BSCN) course focuses on using Cisco routers connected in LANs and WANs typically found at medium to large network sites. This program prepares students to be able to install, configure, operate, troubleshoot, and design small to medium-size routed and switched networks.

- Routing General/ Overview of routing and routing protocols.
- IP Addressing
- OSPF (Single Area)
- OSPF (Multiarea)
- EIGRP Introduction to EIGRP.
- Basic BGP
- Advanced BGP
- Routing Update Optimization
- Implementation of Scalable Features in an Internetwork

Prerequisite: R501

<b>R502</b>	<b>Lecture</b>	<b>Hands-On</b>	<b>Weeks</b>	<b>Hours</b>
	<b>40</b>	<b>20</b>	<b>3</b>	<b>60</b>

## Configuring Switch / Security

### CCNA Security

This course is designed specifically to prepare students for preparation of the CCNA & CCNA Security Certification Exams. Cisco Certified Network Associate Security (CCNA Security) validates the ability to secure Cisco networks. With this training course, networking professionals will gain the skills required to develop a security infrastructure, recognize threats and vulnerabilities to networks, and mitigate security threats.

#### **Learning Objectives Include:**

- Networking fundamentals & connecting to a WAN
- Basic security and wireless concepts
- Routing and switching
- The TCP/IP and OSI models
- IP addressing & WAN technologies
- Operating and Configuring IOS devices
- Configuring Routing Information Protocol Version 2 (RIPv2)
- Static and default routing
- Implementing NAT and DHCP, & configuring simple networks
- VLSM and IPv6 addressing
- Extending switched networks with VLANs
- Configuring, verifying and troubleshooting VLANs
- VTP, RSTP, OSPF and EIGRP protocols
- Determining IP routes & managing IP traffic with access lists
- NAT and DHCP
- Establishing point-to-point and Frame Relay connections
- Core security technologies
- The installation, troubleshooting and monitoring of network devices to
- Maintain integrity
- Confidentiality and availability of data and devices
- Competency in the technologies that Cisco uses in its security structure

Prerequisite: R501

<b>R503</b>	<b>Lecture</b>	<b>Hands-On</b>	<b>Weeks</b>	<b>Hours</b>
	<b>40</b>	<b>20</b>	<b>3</b>	<b>60</b>

## Remote Access Services

This course is designed specifically to prepare students for successful completion of CCNA certification. This course covers to understand the advanced knowledge and skills required to plan, implement, verify and troubleshoot local and wide-area enterprise networks, as well as the ability to work collaboratively with specialists on advanced security, voice, wireless and video solutions.

### *Learning Objectives Include*

- Advanced IP addressing and routing in implementing scalable and secure
- Cisco ISR routers connected to LANs and WANs
- Secure routing solutions
- Network infrastructure
- Plan, configure and verify the implementation of complex enterprise switching
- solutions using Cisco's Campus Enterprise Architecture
- Secure integration of VLANs, WLANs, voice and video into campus networks

Prerequisite: R501

R504	Lecture	Hands-On	Weeks	Hours
	40	20	3	60

## Internetwork Troubleshooting

### *Cisco Internetworking Troubleshooting*

Cisco Internetwork Troubleshooting covers how to perform hardware maintenance and troubleshooting on different Cisco routers and switches. Cisco Internetwork Troubleshooting provides advanced information on networking technology, and troubleshooting for TCP/IP, IPX/SPX and AppleTalk LANs and WANs. This course teaches how to maintain and support Cisco routers, switches and firewalls.

#### **Learning Objectives Include**

- Advanced IP addressing and routing in implementing scalable and secure
- Cisco ISR routers connected to LANs and WANs
- Secure routing solutions
- Network infrastructure
- Plan, configure and verify the implementation of complex enterprise switching solutions using Cisco's Campus Enterprise Architecture
- Secure integration of VLANs, WLANs, voice and video into campus networks
- Troubleshooting Methodology
- Protocol Characteristics
- Cisco Routing and Switching Processes
- General Troubleshooting Tools
- Cisco Management and Diagnostic Tools
- Troubleshooting Sample Exercises
- Troubleshooting TCP/IP Connectivity
- Troubleshooting Novell Connectivity
- Troubleshooting AppleTalk Connectivity
- Diagnosing and Correcting Catalyst Problems
- Diagnosing and Correcting Frame Relay Problems
- Diagnosing and Correcting ISDN BR? Problems

Prerequisite: R501

<b>R505</b>	<b>Lecture</b>	<b>Hands-On</b>	<b>Weeks</b>	<b>Hours</b>
	<b>40</b>	<b>20</b>	<b>3</b>	<b>60</b>

## Curriculum for Real Estate and Finance / Salesperson

### Real Estate and Finance / Salesperson

#### Program Description and Objectives

The Real Estate and Finance Salesperson program is designed to thoroughly prepare students for a variety of positions in the lucrative field of Real Estate. Graduates will be able to apply for positions as Real Estate Sales Agents, Loan Officers, Loan Originators, Real Estate Clerks or Real Estate Appraisers in accordance with Standard Industrial Classification (SIC) Code 6531. The five courses that make up the program — principles, practice, legal aspects, finance, and appraisal — lay a firm foundation for a graduate's professional career in Real Estate. The Program is **OPEN ENTRY/FIXED EXIT**.

#### Program Outline

<i>Real Estate and Finance / Salesperson</i>						<b>\$3,200</b>
Course No.	Title	Lecture	Exam Prep	Weeks	Hours	
B101	Real Estate Principles	48	24	3	72	
B102	Real Estate Practice	48	24	3	72	
B103a	Legal Aspects of Real Estate	48	24	3	72	
B104a	Real Estate Finance	48	24	3	72	
B105a	Real Estate Appraisal	48	24	3	72	
<b>Total Program</b>				<b>15</b>	<b>360</b>	

20 Clock hours = 1 Unit

#### Real Estate and Finance / Salesperson Class Schedule

Students in the Real Estate and Finance/Salesperson program study in the mornings Monday through Friday *or* evenings Monday through Friday of the periods below. Students are required to attend all assigned class meetings and hours.

<b>Morning</b>	<b>9:00</b>	-	<b>10:45</b>	<b>Class</b>
<b>(Monday through Thursday)</b>	<b>10:45</b>	-	<b>11:15</b>	<b>Break</b>
	<b>11:15</b>	-	<b>1:00</b>	<b>Class</b>
<b>Evening</b>	<b>6:00</b>	-	<b>7:45</b>	<b>Class</b>
<b>(Monday through Thursday)</b>	<b>7:45</b>	-	<b>8:15</b>	<b>Break</b>
	<b>8:15</b>	-	<b>10:00</b>	<b>Class</b>
<b>Friday</b>	<b>9:00</b>	-	<b>10:45</b>	<b>Class</b>
	<b>10:45</b>	-	<b>11:00</b>	<b>Break</b>
	<b>11:00</b>	-	<b>12:45</b>	<b>Class</b>
	<b>12:45</b>	-	<b>1:15</b>	<b>Lunch</b>
	<b>1:15</b>	-	<b>3:00</b>	<b>Class</b>
	<b>3:00</b>	-	<b>3:15</b>	<b>Break</b>
	<b>3:15</b>	-	<b>5:00</b>	<b>Class</b>

<b>Curriculum Description, Objectives, and Syllabi</b>
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**20 Clock hours = 1 Unit**

**Real Estate Principles:** This course is a fundamental real estate course covering the basic laws and principles of California real estate and providing students with the understanding, background, and terminology they will need to pursue advanced study in specialized courses. The course is required of those preparing for the Real Estate Salesperson License examination, and it applies toward the state's elective educational requirements for the broker's examination.

*California Real Estate Principles, 10th ed.* by Walt Huber (Educational Textbook Company, Inc., 2004). 616 pages.

Topics covered:

- California Department of Real Estate
- Real Property
- Land Titles and Estates
- Contracts
- Transfer of Ownership and Escrow
- Landlord and Tenant
- Agency
- Real Estate Finance
- Lending Practices
- Appraisals
- Real Estate Taxation
- Subdivisions and Other Public Controls
- Real Estate Brokerage and Ethics
- Specialized Fields of Real Estate
- Real Estate Math

Prerequisite: None

Instructor		
Time		
Book(s)	<i>California Real Estate Principles</i>	
Assignment(s)	Performance	20%
	Exam Prep	30%
	Test	50%

B101	Real Estate Principles	Lecture	Exam Prep	Hours
		48	24	72

**Real Estate Practice**

This course reviews the day-to-day operations in real estate roles and brokerages including listing, prospecting, advertising, financing, sales techniques, escrow, and ethics. The course applies toward the state's educational requirements for the broker's examination, and it is required of all new real estate brokers.

*California Real Estate Practice, 5th ed.* by Lowell Anderson, et al. (Real Estate Education Co., 2000). 493 pages. A step-by-step guide to the mechanics of the industry. The third edition has major new updates focusing on the real world of California real estate practices.

Topics covered:

- Getting Started in Real Estate
- Ethics and Fair Housing
- Mandatory Disclosures
- Knowing Your Obligations
- Prospecting
- Listing Presentation Package
- Listing Presentations
- Servicing the Listing
- Advertising
- The Buyer and the Property Showing
- Obtaining the Purchase Offer
- From Offer to Closing
- Real Estate Financing
- Escrow and Title Insurance
- Taxation
- Property Management and Leasing

Prerequisite: None

B102	Real Estate Practice	Lecture	Exam Prep	Hours
		48	24	72

**Legal Aspects of Real Estate**

Students will learn California real estate law, including rights incident to property ownership and management, agency, and contracts. The course also includes application to real estate transfer, conveyance, probate proceedings, trust deeds, and foreclosure, as well as recent legislation governing real estate transactions. The course applies toward the state's educational requirements for the broker's examination.

*California Real Estate Law, 5th ed.* by William Pivar and Robert Bruss (Dearborn Real Estate Education, 2002). 518 pages. An up-to-date reference guide for real estate agents, brokers, and investors.

Topics covered:

- Sources of Law and the Judicial System
- Law of Agency
- Duties and Responsibilities of Licensees
- Regulations of Licensees
- Law of Contracts
- Real Estate Contracts
- Property, Estates, and Recording
- Ownership of Real Property
- Acquisitions and Conveyances
- Real Property Security Devices
- Involuntary Liens and Homesteads
- Adjacent Property Rights
- Land Use Controls
- Escrows and Title Insurance
- Landlord-Tenant Law

Prerequisite: None

B103a	Legal Aspects of Real Estate	Lecture	Exam Prep	Hours
		48	24	72

**Advanced Legal Aspects of Real Estate**

This advanced course covers more detailed information on California real estate law, including rights incident to property ownership and management, agency, contracts, and compliance with applicable laws through brokering service. The course meets the California Department of Real Estate's elective requirements for the licensing examination.

Prerequisite: Legal Aspects of Real Estate

B103b	Advanced Legal Aspects of Real Estate	Lecture	Exam Prep	Hours
		48	24	72

**Real Estate Finance**

Real Estate Finance analyzes real estate financing, including lending policies and problems in financing transactions in residential, apartment, commercial, and special purpose properties. Methods of financing properties are discussed. The course applies toward the state's educational requirements for the broker's examination.

*California Real Estate Finance, 5th ed.* by Minnie Lush and David Sirota (Dearborn Real Estate Education, 2003). 490 pages. Covers all the current topics from Fannie Mae to FIRREA in an easy-to-follow format. Includes most current important definitions.

Topics covered:

- The Nature and Cycle of California Real Estate Finance
- Money and the Monetary System
- Fiduciary Sources for Real Estate Finance
- Semifiduciary and Nonfiduciary Sources for Real Estate Finance
- Conventional, Insured, and Guaranteed Loans
- Financial Agencies and Lending Programs
- Junior Loans in Real Estate Finance
- Loan Terms and Note Payments
- Instruments of Real Estate Finance
- Real Estate Loan Underwriting
- Processing Real Estate Loans
- The Secondary Mortgage and Trust Deed Markets
- Loan Defaults and Foreclosures
- Investment Financing Strategies
- Mathematics of Real Estate Finance

Prerequisite: None

B104a	Real Estate Finance	Lecture	Exam Prep	Hours
		48	24	72

**Real Estate Appraisal**

This is an introductory course covering the purposes of appraisals, the appraisal process, and the different approaches, methods, and techniques used to determine the value of various types of property. Course focus will be on residential and single-unit property. The course applies toward the state's educational requirements for the broker's examination.

*Fundamentals of Real Estate Appraisal, 8th ed.* by William L. Ventolo, Jr. and Martha R. Williams (Dearborn Real Estate Education, 2001). 416 pages. Covers current California appraisal techniques and standards, and is approved by the Office of Real Estate Appraisers.

Topics covered:

- The Appraisal Profession
- Real Estate and Its Appraisal
- The Real Estate Marketplace
- The Appraisal Process
- Building Construction and the Environment
- Data Collection
- Site Valuation
- The Cost Approach-Part I: Reproduction/Replacement Cost
- The Cost Approach-Part II: Depreciation
- The Sales Comparison Approach
- The Income Capitalization Approach
- Direct and Yield Capitalization
- Reconciliation and the Appraisal Report
- Appraising Partial Interests
- Appraisal Math and Statistics

Prerequisite: None

B105a	Real Estate Appraisal	Lecture	Exam Prep	Hours
		48	24	72

### Real Estate and Finance Course Fee

There is a registration and processing fee of \$75.

Course No.	Title	Tuition Subject to change	Books Subject to change
B101	Real Estate Principles	\$ 525	\$ 50
B102	Real Estate Practice	\$ 525	\$ 50
B103a	Legal Aspects of Real Estate	\$ 525	\$ 50
B104a	Real Estate Finance	\$ 525	\$ 50
B105a	Real Estate Appraisal	\$ 525	\$ 50

### Examination Requirements

#### Salesperson Applicants

##### *Real Estate Principles*

To qualify to take an examination for a Real Estate Salesperson License, an applicant must submit evidence (transcript) of having completed a college-level course in Real Estate Principles. (Refer to information under Standards for Acceptable College-Level Courses by the California Department of Real Estate.) Alternatively, applicants may be scheduled for the salesperson examination by certifying under penalty of perjury that they have met the examination requirements, including enrollment in an acceptable Real Estate Principles course. The certification statement can be found on the Salesperson Examination Application (RE 400A). Proof of completion of the course must be submitted on or before the date applicants file their original applications.

##### *Two Additional Courses*

In addition to Real Estate Principles, the applicant must (when qualifying for the examination, when applying for the original license, or within 18 months of license issuance) submit evidence of having completed an additional college-level course in Real Estate Practice and one additional course from the following:

- Accounting
- Business Law
- Common Interest Developments
- Computer Applications in Real Estate
- Escrows
- Legal Aspects of Real Estate
- Mortgage Loan Brokering and Lending
- Property Management
- Real Estate Appraisal
- Real Estate Economics
- Real Estate Finance
- Real Estate Office Administration

##### *For additional information*

Please call the California Department of Real Estate at (916) 227-0900 for further information on salesperson examination requirements. The DRE website also contains useful information. <http://www.dre.ca.gov>

#### License Processing Fee

	Salesperson
Fingerprint Fee	\$ 56
Exam Application Fee	\$ 60
License Fee	\$ 120
<b>Total</b>	<b>\$ 245</b>
	First reschedule fee is \$15 and subsequent reschedule fee is \$30.

## Curriculum for Contractor License

### Contractor License

#### Program Description and Objectives

The Contractor License Program is designed to assist students in obtaining appropriate licensures (B and C) from the California Contractors State License Board (CSLB). The students improve and increase their skills in particular areas within the Contractor C license. Each certificate program is a sequence of courses in a specialized field that build both theoretical knowledge and practical skills. This program is taught by highly regarded practitioners who are currently working in their fields of specialization. Students of the Contractor License Program will be working in various fields as specified in appropriate Standard Industrial Classification (SIC) Codes from 1521 to 1799. **The program is OPEN ENTRY/FIXED EXIT.**

#### Program Outline

<b>Contractor License</b>						<b>\$5,500</b>
Course No.	Title		Lecture	Exam Prep	Weeks	Hours
B	General Building Contractor	Law	80	40	5	120
		Trade	80	40	5	120
C-5	Framing and Rough Carpentry Contractor		80	40	5	120
C-10	Electrical Contractor		80	40	5	120
C-33	Painting and Decorating Contractors		80	40	5	120
C-46	Solar Contractor		80	40	5	120
<b>Total Program</b>					<b>30</b>	<b>720</b>

20 Clock Hours = 1 Unit

#### Contractor License Class Schedule

Students in the Contractor License program study in the mornings Monday through Friday or evenings Monday through Friday of the periods below. Students are required to attend all assigned class meetings and hours.

<b>Morning</b>	<b>9:00</b>	-	<b>10:45</b>	<b>Class</b>
	<b>10:45</b>	-	<b>11:15</b>	<b>Break</b>
	<b>11:15</b>	-	<b>1:00</b>	<b>Class</b>
<b>Evening</b>	<b>6:00</b>	-	<b>7:45</b>	<b>Class</b>
	<b>7:45</b>	-	<b>8:15</b>	<b>Break</b>
	<b>8:15</b>	-	<b>10:00</b>	<b>Class</b>
<b>Friday</b>	<b>9:00</b>	-	<b>10:45</b>	<b>Class</b>
	<b>10:45</b>	-	<b>11:00</b>	<b>Break</b>
	<b>11:00</b>	-	<b>12:45</b>	<b>Class</b>
	<b>12:45</b>	-	<b>1:15</b>	<b>Lunch</b>
	<b>1:15</b>	-	<b>3:00</b>	<b>Class</b>
	<b>3:00</b>	-	<b>3:15</b>	<b>Break</b>
	<b>3:15</b>	-	<b>5:00</b>	<b>Class</b>

<b>Curriculum Description, Objectives, and Syllabi</b>
--

20 Clock Hours = 1 Unit

**General Building Contractor**

The program is designed to prepare students to pass the California Contractors State License (CSLB), as well as obtain appropriate licensures.

Students are provided with in-depth knowledge of laws and regulations of construction fields, in addition to different types of trades associated with the fields.

Prerequisite: None

B	Law Trade	Lecture	Exam Prep	Hours
		80	40	120

**Framing and Rough Carpentry Contractor**

A Framing and Rough Carpentry Contractor performs any formwork, framing, or rough carpentry necessary to construct framed structures; installs or repairs individual components of framing systems and performs any rough carpentry or associated work, including but not limited to the construction or installation of sub-flooring, siding, exterior staircases and railings, overhead doors, roof decking, truss members, and sheathing.

Prerequisite: None

C-5	Framing and Rough Carpentry Contractor	Lecture	Exam Prep	Hours
		80	40	120

**Electrical Contractor**

An Electrical Contractor places, installs, erects, or connects any electrical wires, fixtures, appliances, apparatus, raceways, conduits, solar photovoltaic cells, or any part thereof, which generate, transmit, transform, or use electrical energy in any form or for any purpose.

Prerequisite: None

C-10	Electrical Contractor	Lecture	Exam Prep	Hours
		80	40	120

**Painting and Decorating Contractors**

A Painting and Decorating Contractor prepares by scraping, sandblasting, or other means, and applies any of the following: paints, papers, textures, fabrics, pigments, oils, turpentine, japans, driers, thinners, varnishes, shellacs, stains, fillers, waxes, adhesives, water, and any other vehicles, mediums, and materials that adhere by evaporation and may be mixed, used, and applied to the surfaces of structures and the appurtenances thereto for purposes of decorating, protecting, fireproofing, and waterproofing.

Prerequisite: None

C-33	Painting and Decorating Contractors	Lecture	Exam Prep	Hours
		80	40	120

**Solar Contractor**

A Solar Contractor installs, modifies, maintains, and repairs active solar energy systems. An active solar energy system consists of components, which are thermally isolated from the living space for collection of solar energy and transfer of thermal energy to provide electricity and/or heating and cooling of air or water. Active solar energy systems include, but are not limited to, forced air systems, forced circulation water systems, thermo-siphon systems, integral collector/ storage systems, radiant systems, evaporative cooling systems with collectors, regenerative rock-bed cooling systems, photovoltaic cells, and solar assisted absorption cooling systems. A licensee classified in this section shall not undertake or perform building or construction trades, crafts, or skills, except when required to install an active solar energy system. The C-46 classification will be issued after development of an examination.

Prerequisite: None

C-46	Solar Contractor	Lecture	Exam Prep	Hours
		80	40	120

**Contractor License Course Fee**

There is a registration and processing fee of \$75.

Course No.	Title	Tuition (subject to change)	Books (subject to change)
B	General Building Contractor	\$1440	\$20-\$100
C-5	Framing and Rough Carpentry Contractor	\$720	\$20-\$100
C-10	Electrical Contractor	\$720	\$20-\$100
C-46	Solar Contractor	\$720	\$20-\$100

**License Processing Fee**

License Processing Fee	B General Contractor	C Specialized Contractor
Application Fee	\$ 250	\$ 250
Initial Licensing Fee	\$ 150	\$ 150
<b>Total</b>	<b>\$ 400</b>	<b>\$ 400</b>

Each additional classification fees are \$ 50 per classification.  
 Payment must be payable to the Registrar of Contractors. Cash is not accepted.  
 Application fees are not refundable once the application has been filed.

## Staff and Faculty

### Staff Members

Tia J. Shin	Executive Director
Lindsay Ricci	Education Director
To be hired	Registrar
Jonathan Myers	Administrative Officer
Erika-Kate Ong	Student Service / Assistant Education
Giovanni Ong	Placement / Assistant Education
Sawami Shinohara	Senior Admissions
Viene Munoz	Senior Admissions
Jihae Kim	Admissions
Marie Castillo	Admissions
Minwoo Ku	Admissions
Eiko Ichikawa	Admissions
Akiko Yamashita	Admissions
Karen Knotts	Library Director
Jan Munoz	Assistant Librarian / Student Service

### Consultants

William B. Bennett	Foreign Student Advisor
John A. Landaker	Consultant / Trainer

### Faculty Members

#### EFL Department

Daniel Sohn	<i>Lead Instructor / TOEFL iBT Instructor</i> MA, California State University, Los Angeles Major/Research Interest: TESOL
Lindsay Ricci	<i>EFL Instructor</i> MFA, University of Southern California Major/Research Interest: Writing for Cinema
Michael Ludwig	<i>EFL Instructor</i> MFA, University of Southern California Major/Research Interest: Writing for Film and TV
Joseph Stevens	<i>EFL Instructor</i> BS, University of Texas, Austin Major/Research Interest: Education

#### Computer Department

Agasi Aslanyan	<i>Lead Instructor / CII Instructor</i> MS, California State University, Los Angeles / Certificate, Microsoft.....etc. Major/Research Interest: M.S Information Systems
Francisco Del Rio	<i>CITA Instructor</i> BS, Chapman University / Certificate, Microsoft Major/Research Interest: Computer Information Science, MS Office
Rick Montgomery	<i>CITA Instructor</i> BS, University of Southern California / Certificate, Microsoft Major/Research Interest: Computer Science

#### Real Estate Department

Gerard Moylan

*Lead Instructor / Real Estate Instructor*

License, Department of Real Estate of California / 10+ years experience

Major/Research Interest: English/ Real Estate and Finance

**Contractor License Department**

Nishan Tadian

*Lead Instructor / Contractor License Instructor*

BSCE, University of New Mexico

Major/Research Interest: Civil Engineering

Simon Ho

*Contractor License Lead Instructor*

Master of Building Science, University of Southern California

Major/Research Interest: Building Science and Architecture

**Substitute and Assistant Instructor's List**

Tia Shin

*CITA, CII and Real Estate and Finance Instructor*

Certificates, Microsoft / License, Department of Real Estate of California

Research Interest: MS Certified Professionals, MS Office and Real Estate

Cesar Aviles

*CII Instructor*

Certificates, Microsoft / BS, Wentworth Institute of Technology

Major/Research Interest: Computer Network and Information Systems

John Kim

*CII, CITA Instructor*

Certificates, Microsoft / 13+ years experience

Research Interest: MS Certified Professionals and MS Office Specialist

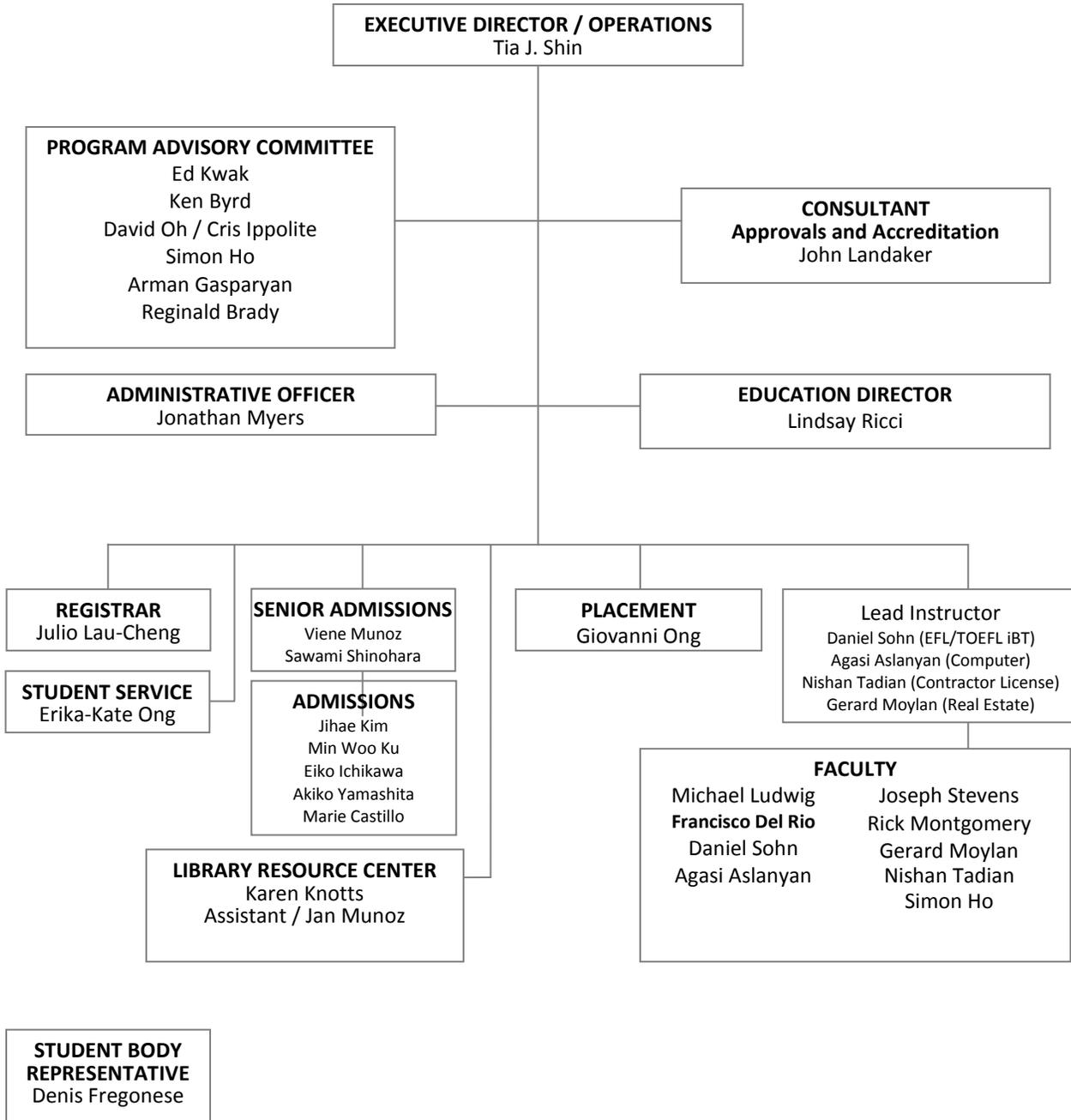
Jonathan Reese

*CITA Instructor*

Certificates, Microsoft / 7+ years experience

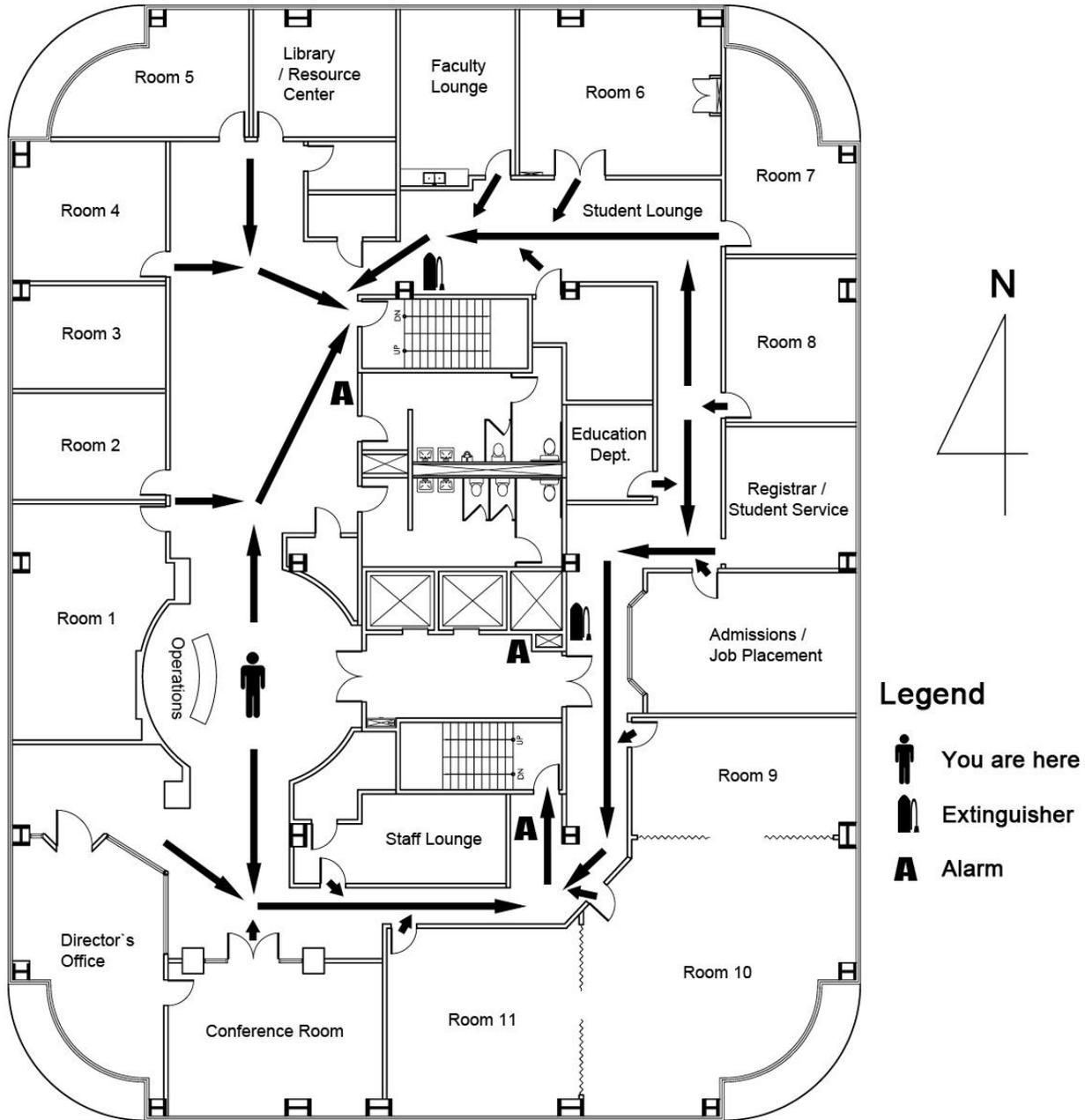
Research Interest: MS Office Specialist

**Organization Chart**



### Addendum

### Campus Map and Emergency Evacuation Plan



**Equipment (February 2012)****Computers**

CPU	Intel Core 2 Duo 2.2GHZ
MEM	2037MB
Hard Disk	250 GB
CD or DVD Rom	DVD +/- RW
Video Card	Yes
Sound Card	Yes
Modem	Yes
Keyboard	Yes
Mouse	Yes
Monitor	19" & 17"
Speakers	Yes
Network	Dlink DLK 530 TX 10/100, 3COM C509
Routers	Cisco 2600 Series Routers
Printer	Konica, Samsung, Epson, HP LaserJet

**Monitors****Printers****Scanners****CD Writer****UPS****DSL External Modem****Equipment**

- LCD Projector, Overhead Projectors and TVs
- Laptops
- Desks and Chairs
- Smith Corona Typewriter (1)
- Brother Facsimile Machine (1)
- Refrigerators and Microwave Ovens
- Boards
- Radio / Cassette Players
- Stereo System
- Closed Circuit Television System
- Coffee Maker
- Konica Photocopier/Printer (3)
- Centrex Telephone System (8)
- Electric Fans (2)
- Credit Card Machine

**Recruitment /  
Advertising /  
Promotional Practice  
Policies**

The responsibility to admit students rests solely with the Executive Director and Admissions staff. Recruitment and Admissions of students are never delegated to an outside party. All applications need to be approved and signed by the Executive Director.

***Prohibited Admissions Activities***

1. Off-Campus Recruiting: California law (and in some cases Federal law) prohibits off-campus solicitation of enrollments through such methods as canvassing, surveys, telemarketing, referring individuals to the school, etc., and registering or enrolling a student off-campus, unless the individual (or Agency) is bonded and licensed as an Agent with the California Bureau for Private Postsecondary Education. Note: This does not apply to school employees who participate in panels such as academic and professional career days at a local high school.
2. Employment Agencies may not be used for recruiting.
3. Students may not be compensated for referrals (except under strict conditions). Also, a recent statement by the Bureau of Private Postsecondary Education has indicated that such compensation would be considered as rendering the student an "Agent" of the school.
4. Advertising in the Classifieds section of a newspaper (or any other media) is strictly forbidden.
5. No claims implying a guarantee of employment or level of income may be made.
6. No claims implying that a course of study will prepare an individual for gainful employment or State licensure may be made unless they are factual.

Learnet Academy strictly follows advertising/promotional practice guidelines of its approving and/or accrediting agencies, institutions, bodies, and/or organizations.

**Veteran's Information  
Bulletin**

***Tuition Payment, Cancellation, and Refund Policy***

Learnet Academy has and maintains a policy for the unused portion of tuition, fees, and other charges in the event the veteran or eligible person fails to enter the course or withdraws or is discontinued at any time prior to completion and provided that the amount charged to the veteran or eligible person for tuition, fees, and other charges for a portion of the course does not exceed the approximate prorated portion of the total charges for tuition, fees, and other charges that the length of the completed portion of the course should bear to its total length.

In the event of cancellation, withdrawal, or discontinued enrollment, Learnet Academy will waive the \$65 processing fee for veterans, making it subject to refund proration.

***Changes in Status***

Upon any of the changes in status listed in the catalog, the VA will be promptly notified.

***Reimbursements***

For information or resolution of specific payment questions or problems, veterans should call the DVA nationwide toll-free number at (800) 827-1000.

**The information contained in this catalog and its addendum is true and correct in content and policy.**



\_\_\_\_\_  
Signature of Executive Director  
Tia J. Shin

\_\_\_\_\_  
March 19, 2012  
Date